

Minnesota Statewide Emergency Communications Board

Policy and Procedures Manual

Policy Name	Point-of-Contact Policy		
Effective Date	January 22, 2026	Responsible Authority	

Purpose:

To establish a procedure to maintain a current point of contact list for the SECB regions and external partners to ensure that communications from the board and its committees can be disseminated to the proper contacts for review by stakeholders.

Procedure:

- Each Regional Emergency Communications Board or Emergency Services Board, as well as the various member agencies shall provide a primary and alternate point-of-contact to the SECB for purposes of disseminating information from the Board and its committees to the regions.
- Communications may be for a variety of purposes, including requests for information, requests for action or feedback, or to disseminate informational materials.
- The Region and agency contacts will be responsible to ensure that the information received by the point-of-contact is distributed to its membership as it sees fit.
- On at least an annual basis, each entity will be responsible to ensure that the point-of-contact information is current and valid and update the contact information as necessary.
- To ensure effective two-way communication, entities should be familiar with their representatives to the Board and its committees. (The Greater MN Regional representative to the Board is outlined in standard GOV-3.)
- For additional information on the responsibilities of individual members appointed to the various committees see also Member Responsibility Policy.