

St. Johns County

COMPREHENSIVE EMERGENCY MANAGEMENT PLAN

2025





CEMP - Basic Plan

Table of Contents

Table of Contents.....	1
Concurrence Signatures.....	4
Executive Summary.....	7
Letter of Promulgation.....	8
Introduction	9
Scope.....	10
Methodology.....	11
Situation	13
Plan Maintenance	13
Concept of Operations.....	13
Plan Activation	15
Declaring an LSE	15
Levels of Activation	15
Levels of Disaster	16
Assignment of Responsibilities	16
Warning and Dissemination.....	18
County Warning Point.....	18
Warning to the General Public.....	18
Warning to Critical Facilities	19
Significant Incidents	19
Alerting.....	19
EOC Notification.....	20
Municipal Notification	20
ESF Notification	20
Emergency Decision Making.....	21
Protective Actions	21
Evacuations	21
Sheltering	23
Persons with Special Needs	23
Relief Operations	24



CEMP - Basic Plan

Mutual Aid.....	24
Activation of the National Response Framework.....	25
FEMA's Emergency Response Team	25
Financial Management	26
Records Retention.....	27
Mutual Aid Reimbursement.....	28
Training & Exercise.....	28
Training	28
Training Requirements.....	29
Training Opportunities.....	30
Community Awareness Training	31
Exercises.....	31
Responsibilities	33
Direction and Control.....	33
Governor	33
Governor's Authorized Representative	34
Board of County Commissioners	34
Director of Emergency Management	35
Direction and Control of Daily Operations	35
Additional Direction and Control Policies.....	36
St. Johns County Emergency Operations Center Team Organization	36
Federal Laws and Directives	37
References and Authorities	39
State Statutes and Codes.....	39
Ordinances and Administrative Rules.....	40
County Resolutions	41
References	41
Acronyms	42



CEMP - Basic Plan

Annex I - Recovery

Annex II – Mitigation

Annex III – NIMS/ Emergency Support Functions

ESF Matrix

Emergency Services

Information and Planning

Infrastructure

Human Services

Finance and Administration

Public Information

Annex IV – Appendices

Appendix A	Organizational Charts
Appendix B.....	County Ordinance
Appendix C.....	Sample Declaration for Local State of Emergency
Appendix D	Statewide Mutual Aid Agreement
Appendix E.....	Local Mitigation Strategy
Appendix F.....	Hurricane Landfall Matrix
Appendix G	Damage Assessment
Appendix H	Public Works Disaster Response and Recovery Guide
Appendix I.....	Logistics and POD Strategy
Appendix J	Sheltering Plan
Appendix K.....	Disaster Housing Strategy
Appendix L	Emergency Alert, Warning and Dissemination Plan
Appendix M	EOC Standard Operating Procedures



CEMP - Basic Plan

Concurrence Signatures

The **County Administrator** concurs with and supports the St. Johns County Comprehensive Emergency Management Plan. As needed, revisions and changes will be submitted to the Emergency Management Division.

Signed: _____
Signature – County Administrator

The **Director of Emergency Management** concurs with and supports the St. Johns County Comprehensive Emergency Management Plan. As needed, revisions and changes will be submitted to the Emergency Management Division.

Signed: _____
Signature – Emergency Management Director

The **St. Johns County Sheriff** concurs with and supports the St. Johns County Comprehensive Emergency Management Plan. As needed, revisions and changes will be submitted to the Emergency Management Division.

Signed: _____
Signature – County Sheriff

The **St. Johns County Director of Public Works** concurs with and supports the St. Johns County Comprehensive Emergency Management Plan. As needed, revisions and changes will be submitted to the Emergency Management Division.

Signed: _____
Signature – Public Works Director

The **St. Johns County Director of Growth Management** concurs with and supports the St. Johns County Comprehensive Emergency Management Plan. As needed, revisions and changes will be submitted to the Emergency Management Division.

Signed: _____
Signature – Growth Management Director



CEMP - Basic Plan

The **St. Johns County Attorney** concurs with and supports the St. Johns County Comprehensive Emergency Management Plan. As needed, revisions and changes will be submitted to the Emergency Management Division.

Signed: _____
Signature – County Attorney

The **St. Johns County Office of Management and Budget Director** concurs with and supports the St. Johns County Comprehensive Emergency Management Plan. As needed, revisions and changes will be submitted to the Emergency Management Division.

Signed: _____
Signature – Office of Management and Budget Director

The **Clerk of County Court** concurs with and supports the St. Johns County Comprehensive Emergency Management Plan. As needed, revisions and changes will be submitted to the Emergency Management Division.

Signed: _____
Signature – Clerk of County Court

The **St. Johns County Director of Utilities** concurs with and supports the St. Johns County Comprehensive Emergency Management Plan. As needed, revisions and changes will be submitted to the Emergency Management Division.

Signed: _____
Signature – Director of Utilities

The **Superintendent of Schools** concurs with and supports the St. Johns County Comprehensive Emergency Management Plan. As needed, revisions and changes will be submitted to the Emergency Management Division.

Signed: _____
Signature – School Superintendent



CEMP - Basic Plan

The **St. Johns County Health Department Director** concurs with and supports the St. Johns County Comprehensive Emergency Management Plan. As needed, revisions and changes will be submitted to the Emergency Management Division.

Signed: _____

Signature – Health Department Director

The **St. Johns County Fire Rescue Chief** concurs with and supports the St. Johns County Comprehensive Emergency Management Plan. As needed, revisions and changes will be submitted to the Emergency Management Division.

Signed: _____

Signature – Fire Rescue Chief



CEMP - Basic Plan

Executive Summary

The Comprehensive Emergency Management Plan (CEMP) is an operation-orientated document authorized by Chapter 252, Florida Statutes. The CEMP establishes the framework to ensure that St. Johns County and its Municipalities will be adequately prepared to deal with all hazards threatening the lives and property of St. Johns County citizens. The CEMP outlines the roles, responsibilities and coordination mechanisms of local county and municipal governments, state and federal agencies and volunteer organizations in a disaster. The CEMP also coordinates response and recovery activities with voluntary organizations active in disasters and the business community. The plan unifies the efforts of these groups under the National Incident Management System (NIMS) and Emergency Support Function (ESF) format with a designated lead agency for a comprehensive approach to mitigation, planning, response and recovery from identified hazards.

The Plan addresses the four phases of emergency management (preparedness, response, recovery, and mitigation), parallels state activities outlined in the State of Florida CEMP, federal activities set forth in the "National Response Framework," and describes how local, state, and national resources will be coordinated to supplement local response and recovery capability. The CEMP is in compliance with the criteria issued for CEMP revisions by the State of Florida Division of Emergency Management (FDEM) in July of 2012.

The CEMP is organized into five (5) essential elements as follows:

- Basic Plan
- Annex I – Recovery
- Annex II – Mitigation
- Annex III – National Incident Management System (NIMS) / Emergency Support Functions (ESFs)
- Appendices

The St. Johns County Comprehensive Emergency Management Plan is considered a “living document” in that it is subject to continuous review and revision based on an ever-changing environment. CEMP participants are encouraged to question the effectiveness of their sections as they strive to provide the most efficient, effective response and recovery procedures possible with the available resources at their command.



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Letter of Promulgation

Approval Date: xx / xx / 2025

TO: Officials, Employees, and Citizens of St. Johns County

The preservation of life, property and the environment is an inherent responsibility of local, state, and federal government. St. Johns County, in cooperation with the county's constitutional officers, municipalities, and nonprofit agencies, has prepared this Comprehensive Emergency Management Plan (CEMP) to ensure the most effective allocation of resources for the protection of people and property in time of an emergency.

While no plan can completely prevent injuries and damage, good plans carried out by knowledgeable and well-trained personnel can reduce losses. This plan establishes the emergency organization, assigns responsibilities, specifies policies, and provides for coordination of planning efforts of the various emergency staff and service elements using the Emergency Support Function concept.

The objective of this plan is to incorporate and coordinate the facilities and personnel of the County and its subsidiaries into an efficient organization capable of responding effectively to an emergency.

This CEMP is an extension of the State Comprehensive Emergency Management Plan. The County will periodically review and exercise the plan and revise it as necessary to meet changing conditions.

The St. Johns County Board of County Commissioners gives its full support to this plan and urges all officials, employees and the citizens to do their part in the total emergency preparedness effort.

This letter promulgates the St. Johns County Comprehensive Emergency Management Plan, constitutes the adoption of the plan, and the adoption of National Incident Management System (NIMS). This emergency plan becomes effective on approval by the Board of County Commissioners.

Chair, Board of County Commissioners



CEMP - Basic Plan

Introduction

St. Johns County is vulnerable to a variety of hazards that threaten our population, businesses and the environment. The goal of the Comprehensive Emergency Management Plan (CEMP) is to establish the framework, as authorized by Chapter 252, Florida Statutes, to ensure that St. Johns County is prepared for and able to respond to all potential hazards. The framework established by the CEMP provides for an effective system of comprehensive emergency management within the four phases of the Emergency Management cycle: Preparedness, Response, Recovery and Mitigation.

Year after year, the purpose of the plan remains:

- Reducing loss of life, injury, and property damage and from natural or human-caused emergencies
- Preparing for prompt and efficient response and recovery activities to protect lives and property
- Responding to emergencies with the effective use of all relevant plans and resources deemed appropriate
- Recovering from emergencies by providing for the rapid and systematic implementation of restoration and rehabilitation programs for persons and properties affected by emergencies
- Assisting in awareness, recognition, education, prevention and mitigation of emergencies that may be caused or aggravated by inadequate planning for, and regulation of, public and private facilities and land use.

The CEMP is both a planning and an operations-based document that provides guidance for all aspects of emergency management including:

- Disaster preparedness
- Evacuation and sheltering
- Warning and notification
- Public education and information
- Resource management
- Mutual aid
- Special Medical Needs Program
- Damage assessment
- Debris management
- Training and exercises
- Post-disaster recovery programs

The CEMP is divided into five sections: The Basic Plan, Recovery Annex, Mitigation Annex, NIMS/ESF Annex and Appendices.



CEMP - Basic Plan

Basic Plan – outlines the general purpose, scope and methodology of the plan; coordination, control and organizational structure; concept of operations, and identifies responsibilities of all agencies and resources mobilized by the county to assist in recovering from a disaster.

Annex I – Recovery Functions- This annex outlines specific tasks or functions that may be carried out before, during and after a disaster and details control, coordination, planning efforts, and policies within St. Johns County designed to facilitate both immediate and long-term recovery after a disaster has occurred. Specific tasks may be described in Standard Operating Procedures (SOPs) or other operational plans utilized within St. Johns County.

Annex II – Mitigation Functions- The Mitigation Annex includes the policies and programs that reduce the county's vulnerability to the impacts of disasters before they happen. The St. Johns County Local Mitigation Strategy (LMS) gives more detailed mitigation information and is referred to within this Annex.

Annex III – National Incident Management System (NIMS)/Emergency Support Functions (ESFs)- These annexes detail by name and organization the lead, support, and coordinating entities and their roles and responsibilities in the four phases of an emergency. Each annex outlines specific tasks or functions that may be carried out before, during and after a disaster or emergency event. These tasks utilize the Emergency Support Function (ESF) concept of federal and state plans and are also applied to specific functions within the Incident Command System (ICS). These specific tasks may be described in Standard Operating Procedures (SOPs) or other operational plans utilized within St. Johns County by Emergency Management or other response and recovery agencies. Each ESF will respond to the EOC when activated by the County Emergency Management Director (EMD).

Appendices- Appendices are located at the end of the plan and provide additional information and plans associated with the CEMP.

Scope

The CEMP establishes the procedures to coordinate with Local, Regional, State and Federal emergency management agencies, organizations and programs. The plan delineates lines of authority, responsibilities and working relationships of various entities in a unified approach to efficiently manage the disaster.

The CEMP establishes the basic policies, assumptions and strategies for a comprehensive all-hazards countywide emergency management program. It prioritizes protection of citizens and responders as a first priority, with the preservation and protection of property being the second priority. The CEMP is applicable across all phases of emergency management, as outlined below:



CEMP - Basic Plan

- **Preparedness:** Planning, coordination, education, and training to identify community needs and ensure readiness to adequately respond to a disaster.
- **Response:** Actions taken to mobilize personnel and resources immediately before, during, and after a disaster impact aimed at saving lives and property.
- **Recovery:** Restoring normalcy within the community, ranging from short-term restoration of critical services and infrastructure to long-term revitalization.
- **Mitigation:** Sustained actions taken to reduce future loss of life or property from a disaster.

The St. Johns County CEMP applies within the geographical boundaries of St. Johns County and includes the cities of St. Augustine and St. Augustine Beach. It is applicable to minor, major or catastrophic disasters. It is flexible and expandable, depending on the situation and needs. Any part or section of the plan may be utilized separately if required by the situation. However, this plan is not intended to alter or impede the ability of any department, agency, or jurisdiction to carry out its specific authorities or perform its responsibilities under applicable laws.

Methodology

The CEMP is a dynamic document that adapts to changes in policy, priorities and needs. State and Federal statutes, regulations, and priorities guide development of the document. St. Johns County Emergency Management is the lead agency for developing and maintaining the basic planning policies, guidelines, and all CEMP-related documents under the direction of the EMD. Emergency Management staff conduct planning meetings with key stakeholders, where their input guides the development of the documents.

Public and private entities participating in the development of this plan include, but are not limited to:

- Florida Department of Health – St. Johns
- St. Johns County Agricultural Extension Agency
- St. Johns County Animal Control
- St. Johns County Board of County Commissioners
- St. Johns County Clerk of Court
- St. Johns County Code Enforcement and Zoning Department
- St. Johns County Emergency Management
- St. Johns County Fire / Rescue
- St. Johns County Growth Management Services
- St. Johns County Libraries
- St. Johns County Public Works
- St. Johns County School District



CEMP - Basic Plan

- St. Johns County Sheriff's Office
- St. Johns County Solid Waste Department
- St. Johns County Supervisor of Elections
- St. Johns County Tax Collectors Office
- St. Johns County Utility Department
- St. Johns County Veteran's Service Office

Other governmental entities furnishing input and information include:

- City of St. Augustine
- City of St. Augustine Beach
- Florida Division of Emergency Management
- Florida Forest Service
- National Weather Service
- Northeast Florida Regional Council
- St. Johns River Water Management District
- U.S. Army Corps of Engineers

Private Sector and volunteer organizations which participated in creating this plan include:

- Amateur Radio Emergency Services (ARES)
- UF Health St Johns
- Numerous local churches
- Northeast Florida Regional Airport
- Salvation Army
- St. Johns County Chamber of Commerce
- St. Johns County Council on Aging
- St. Johns County Volunteer Organizations Active in Disasters (VOAD)

Local planning involvement includes:

- Reviewing and providing feedback on the draft plan
- Obtaining a signed promulgation letter from the County Administrator
- Collecting signed concurrence from partner agencies acknowledging and accepting plan responsibilities
- Emergency Management distributing plan changes to all partners and re-posting the plan to the website.

After concurrence is reached from the participating partners, the CEMP is sent to the Florida Division of Emergency Management (FDEM) for approval. Once the State's blessing has been received the Plan is presented to the Board of County Commissioners for adoption by resolution.



CEMP - Basic Plan

The most up-to-date plan is available in hard copy at the St. Johns County EOC, and a digital copy of the plan is available on St. Johns County Emergency Management's website. A copy can also be made available via e-mail requests.

Situation

The Local Mitigation Strategy (LMS) contains a thorough assessment of the county, including the geography, population, economy, land use patterns, drainage patterns, environmentally sensitive areas and a complete assessment of hazards that could affect St. Johns County and its municipalities. The hazards profiled in the LMS meet both FEMA mitigation and State CEMP criterion. For further information, please see the LMS, which has been included as Appendix E.

Plan Maintenance

The CEMP is maintained under the direction of the EMD and updated in accordance with Chapter 252, Florida Statutes, and consistent with all applicable criteria. This shall include critique of the actions taken in support of the plan following any event necessitating implementation of the plan.

This plan shall be considered a "living plan" and with each use, either by exercise or incident, the plan shall be reviewed by ESF agencies and public officials with the intent of improving it. Minor changes can be made on an annual or ongoing basis. Any major changes will require re-adoption of the plan by the Board of County Commissioners. This plan shall be exercised annually in lieu of an actual response to real emergency events.

The plan will be completely reviewed, updated, and re-adopted every four (4) years, per Florida Statutes.

Concept of Operations

Emergency Operations span four separate but contiguous phases: emergency preparedness, response, recovery and mitigation of a disaster. For the purposes of this plan, this concept of operations will focus on emergency response and relief efforts and measures to be taken for a smooth transition into intermediate and long-term recovery from a major or catastrophic disaster. Organizational charts and matrixes have been provided in Appendix A to show the county's responsibility and the coordination between local agencies and the ESFs. In addition, the scope of these operational concepts and response actions include:

- Providing emergency notification and warning to the public and media
- Protection of life and property
- Coordination of emergency mobilization procedures



CEMP - Basic Plan

- Gather and disseminate information to establish situational awareness and a common operating picture
- Initiate and track the implementation of emergency protective actions
- Establish priorities for each operational period
- Conduct rapid impact assessments of disaster impacts to the community and immediate emergency resource needs
- Ensure areas with the greatest impacts from the disaster are secured and communications are established
- Conduct emergency relief operations to ensure survivors, including pets, have been identified and that their needs are met including food, water, shelter and medical needs
- Conducting preliminary damage assessments to determine the need for federal assistance
- Relaxation of protective actions and coordination of reentry into evacuated areas
- Restoration of essential public facilities and services
- Preparing for federal disaster assistance (public and individual), including tracking of public fund expenditures
- Coordination and prioritization of resources (personnel, equipment, and any other supplies) including Mutual Aid requests
- Coordination of volunteer organizations and donated resources
- Coordination and dissemination of information and instructions to the public
- Restoration of public infrastructure damaged by the disaster
- Coordinate transition from response phase to recovery phase.

The Emergency Operations Center (EOC) serves as the central command and control point for emergency-related operations and activities and requests for deployment of resources. In the event the EOC is threatened, an Alternate EOC is activated. The locations of the primary and secondary EOC are listed below. Additional County Continuity of Operations (COOP) and Continuity of Government (COG) relocation information can be found in the St. Johns County COOP/COG on file at the St. Johns County EOC.

Primary: St. Johns County EOC
100 EOC Dr.
St. Augustine, FL 32092

Secondary: St. Johns County Agricultural Center
3125 Agricultural Drive
St. Augustine, FL 32092

The County must be able to respond quickly and effectively to developing events. When an event or potential event is first detected, the EOC initiates monitoring. Communications is maintained between the EOC and the State Emergency Operations Center (SEOC).



CEMP - Basic Plan

Day-to-day the Emergency Management Department reports to the County Administrator, who reports to the Board of County Commission (BOCC). An organization chart for day-to-day operations can be found in Appendix A

Plan Activation

In 1994, the St. Johns County BOCC passed Ordinance 94-25 outlining the authority for declaring a Local State of Emergency (LSE). The Board then updated language in 2000 with Ordinance 2000-38, in 2019 with Ordinance 2019-40, and in 2021 passed Ordinance 2021-4 known as the *St. Johns County Emergency Management Ordinance*. A complete copy of this ordinance can be found in Appendix B.

Declaring an LSE

State of Local Emergency (Section 5, 2021-4)

The Board may issue a proclamation declaring a state of local emergency when it determines that (1) a disaster or emergency has occurred that affects the County, either directly or because of an interlocal agreement to which the County is a party; (2) the occurrence or threat of such disaster or emergency is imminent and requires immediate and expeditious action; or (3) an extension of an existing state of local emergency is necessary and appropriate to enable the County to receive state or federal assistance or aid. When a quorum of the Board is unable to meet, the proclamation may be issued by the Chair of the Board. In the absence of the Chair, the proclamation may be issued by the Vice Chair. In the absence of both the Chair and the Vice Chair, the proclamation may be issued by the County Administrator, or, in the absence of the County Administrator, the Director.

Levels of Activation

Level III, Monitoring Activation - Monitoring will be implemented whenever Emergency Management receives notice of an incident, which may escalate to threaten public safety. During a monitoring activation, Emergency Management will disseminate information to the EOC team via telephone, e-mail, WebEOC and AlertStJohns.

Level II - Hazard Specific or Partial Activation- Activation may be implemented by the County Administrator, Emergency Management Director, or their Designee. Only those ESFs impacted by the hazard or involved in the response will be represented at the EOC.

Level I - Full Activation— Full Activation may be implemented for a major incident. All ESFs, the Command Staff, Liaison Group, and Support Staff will be staffed 24 hours a day.



CEMP - Basic Plan

Levels of Disaster

St. Johns County Emergency Management has the responsibility to activate the EOC and carry out the policies of the CEMP as directed by the County Administrator under St. Johns County Ordinance 2021-4, whether it is a minor, major or catastrophic disaster of any kind.

The position that may change will be Incident Commander (IC) on the scene of the emergency. For example: Wildfire – Fire Chief would be the IC; Pandemic Influenza – Director of the Health Department would be the IC.

Minor Disaster – A disaster that can be handled with municipal, county, private sector and volunteer resources. Sharing and realignment of assets, personnel and information would be common. There might be a need for some assistance from the state, where there is a shortfall locally of expertise, equipment or personnel. State assistance would be short term. The EOC is monitoring and could be partially activated.

Major Disaster – A disaster beyond the capabilities of local governments. County, municipal, private and volunteer sectors have resource shortfalls. Some ESFs might be entirely expended. State and most likely federal assistance are needed. The duration of assistance could be long term in some areas. The EOC will be partial activation or full activation.

Catastrophic Disaster – A disaster beyond the capabilities of local and state government. All county, municipal, state, private and volunteer sector resources are fully expended. Federal resources may become involved. The duration of assistance will be lengthy. Military personnel might be required. The EOC will be fully activated.

Assignment of Responsibilities

While emergency response actions necessary to protect public health and safety are being implemented, the Policy Group will coordinate with the EMD, who will work with the ESFs to prepare to facilitate the rapid deployment of resources, activate the County's EOC, if necessary, and implement this plan.

Operations Staff in the EOC and ESF representatives will contact the designated emergency coordinators in affected municipalities to begin to identify needed and anticipated resources and contact people.

The goal for each ESF is to have at least three individuals who are fully trained and capable of performing their duties and responsibilities in the EOC. It is essential that we can staff two shifts per day in the EOC for each activated ESF. Realizing of course, that each situation is different and depending on the scope of the disaster/emergency, not all ESFs may be activated or require 24-hour staffing. The EMD will determine staffing levels as required by the type and level of disaster.



CEMP - Basic Plan

Level of Disaster	Primary Response	Additional Responsibilities
Minor	EMD *	ESF-5, ESF-6, ESF-14
EMD in coordination with respective ESFs will determine which ESFs require 24-hour operation	ESF-2	ESF-16, ESF-13, ESF-17
	ESF-3	ESF-1, ESF-7, ESF-12
	ESF-4	ESF-10, ESF-15
	ESF-9 **	ESF-8, EST-11
Minor to Major	Chairperson and selected member of the Policy Group.	
	EMD *	ESF-5, ESF-14
	Deputy EMD **	
	ESF-1	ESF-6, ESF-11
	ESF-2	ESF-17
	ESF-3	ESF-7, ESF-12
	ESF-4	ESF-10, ESF-15
	ESF-8	ESF-9
	ESF-16	ESF-13
Major to Catastrophic		
EMD in coordination with respective ESFs will determine which ESFs require 24-hour operation	Chairperson and members of the Policy Group. EMD * Deputy EMD** All ESFs with Supporting Agencies. NIMS would be employed fully at this level	
* Primary team leader ** Alternate team leader		

A department, division or agency may be designated as the Primary Agency or Lead Agency for an ESF for any number of reasons. The agency may have a statutory responsibility to perform that function, or the agency may have developed the necessary expertise to lead the ESF. In some agencies, a portion of the agency's mission is very similar to the mission of the ESF; therefore, the skills to respond in a disaster can be immediately translated from the daily business of that agency. As the Primary agency, that agency has the necessary contacts and expertise to coordinate the activities of that support function.

St. Johns County is a medium sized county. There may be times when the NIMS and/or ESF system is used by the county, depending on the scope of the disaster, one agency may be responsible for several tasks, each represented by a different ESF in the CEMP. This is a normal occurrence in growing counties with moderate resources.

Upon activation of the EOC, the lead agencies for the ESFs will designate a representative in the EOC to coordinate that ESF. It is the primary agency's discretion as to how many, if any, support



CEMP - Basic Plan

agencies they will require to assist them. However, due to space available in the EOC, the attendance of support agencies should be closely coordinated with the EMD.

For most emergency response operations requiring the activation of the EOC, Emergency Management will lead the response operations. Depending on the incident type, a different agency may take the lead of the overall disaster/emergency response. For example, during a pandemic or exotic pest/disease outbreak, the Department of Health would be the lead agency. For a wildfire, St. Johns County Fire Rescue may be the lead agency. Law enforcement would be the lead local agency for any suspected terrorism until federal agencies assume control.

The Primary department or agency for the ESF will be responsible for obtaining all information relating to ESF activities and requirements caused by the emergency and disaster response. This information gathering will frequently require the primary agency to step outside traditional information gathering protocols.

The County will respond to local requests for assistance or resources through the ESF process. Within the EOC, requests for assistance will be tasked to the ESFs for completion. Resource tasking will be accomplished through the ESFs on a mission assignment basis through WebEOC. The ESF leads will be responsible for identifying the resources that will accomplish the mission and coordinate the delivery of that resource to the local government and marking missions complete. If resource requests cannot be fulfilled locally, or through mutual aid, resource requests will be set to FDEM.

Warning and Dissemination

Warnings of impending or potential emergencies, severe weather, or a notification of a sudden incident or any other significant event that may impact multiple jurisdictions or large numbers of people must be disseminated to responsible officials, emergency response agencies, and to the public. The notification is for the purpose of implementing emergency government and incident management procedures and reporting such actions to State emergency management agencies.

County Warning Point

The St. Johns County 911 Fire/Rescue Communications Center located at the St. Johns County Sheriff's Office Operations Center is designated as the official Warning Point for St. Johns County. The Communication Supervisor is designated as the Warning Officer for St. Johns County. Dispatch Officers all have access to send and receive IPAWS notifications through AlertStJohns and relay them via the 800-megahertz radios. Back-up communications are available at St. Johns County Fire Rescue Administration Building and the Sheriff's Office Mobile Command.

Warning to the General Public

St. Johns County must provide the general public with sufficient advance warning time for effective preparation and emergency plans to be implemented. Warning to the public is a



CEMP - Basic Plan

concern as there are no local (St. Augustine) television stations. Emergency notifications are broadcast through the local AM/FM radio stations and television using AlertStJohns to access the Integrated Public Alert and Warning System (IPAWS). The following warning systems are available to disseminate warnings and warning information to the public:

- AlertStJohns - Everbridge Notifications
- Integrated Public Alert and Warning System (IPAWS)
- GTV (Local Government Television)
- E-mail
- Local Cable – Comcast
- National Oceanic and Atmosphere Administration (NOAA) Weather Radio
- Public Address or Door-to-Door, if needed
- Public Displays
- Public Speaking Events
- Social Media
- Website- www.sjcemergencymanagement.com
- Volunteer Radio Groups
- St. Johns County Citizens Information Line- 904-824-5550

Warning to Critical Facilities

St. Johns County has provided all schools, healthcare facilities and government buildings with at least one NOAA Weather Radio. These facilities will also receive alerts and warnings from AlertStJohns.

Significant Incidents

Notifications of watches, warnings, or the occurrence of significant events will be received at the Warning Point and the EOC through bulletins and advisories from the NWS, the NOAA Weather Radio, telephone, local media, the State Watch Office, and citizens. These significant incidents follow guidance of the Emergency Response Guidebook (ERG) and may include but are not limited to the following:

- Any formation of tropical weather systems
- Incidents which close, or significantly blocks, major roadways within the County
- Large or multiple structure fires
- Prolonged shutdown of public utilities
- Incidents where public resources within St. Johns County are being deployed out of the County
- Any event posing a major environmental threat.

Alerting

Upon the receipt of notification of any such significant event the Communications Supervisor or



CEMP - Basic Plan

on-duty Communications personnel shall implement the procedure appropriate to the event (weather, fire, hazardous materials, mass casualty incidents, etc.). The Communications Supervisor will alert the Emergency Management Director as needed. The Director or his/her designee may advise that one, or a combination of the following actions, be initiated by the Communications Supervisor as the County Warning Officer or some other designee:

- AlertStJohns messaging
- Everbridge Activation of the IPAWS System
- Notify the State Watch Office
- Notify one or more designated agencies of county government or political subdivision(s).

EOC Notification

The EOC call-out alert when initiated will be made to all EOC staff and administration utilizing AlertStJohns. In addition, the following actions will be initiated:

- a) The EMD will make contact with the County Administration and each mayor (or designee).
- b) An alert will be sent to all local Public Safety Answering Points and they will in turn notify public safety agencies for which they are jurisdictionally responsible.
- c) Other relevant political subdivisions, and other governmental and non-governmental agencies will be contacted.

The EMD will report to the EOC to supervise activation procedures for an actual or impending emergency. Key warning personnel will coordinate with adjacent jurisdictions using telephone, radio, email, or any other means necessary and available.

Municipal Notification

Each Mayor, or their representative, will alert the municipal services in his/her community and supervise the dissemination of information in their municipality.

ESF Notification

Upon receiving notification from AlertStJohns, it will be the responsibility of Primary ESF Contacts to notify their respective support agencies, division directors, and/or staff under their span of control. All agencies will notify their personnel to begin activation procedures as described in the ESF Annexes and implementing SOPs.



CEMP - Basic Plan

Emergency Decision Making

During the process of decision making for the issuance of protective actions, assistance will be based on the following priority order:

1. Protection of life.
2. Protection of property.

Two key elements are essential for making sound emergency decisions, knowing the amount of time that is needed to respond to the emergency and the number of resources that are needed and available.

Operational responses will be based upon the availability of resources. ESF-7, and/or the Logistics Section, must assess the availability of resources, consider anticipated problems and identify the most effective method of meeting the request.

Protective Actions

For hurricanes, emergency protective actions, such as evacuations, are based on information gathered from Hurrevac, a hurricane tracking program. This information is based on the actual characteristics of the storm (i.e., forward speed of the storm, the distance tropical storm conditions extend from the eye, wind speeds and expected storm surge). Hurrevac uses information input from the National Hurricane Center (NHC) for a particular storm and then calculates evacuation times based on data from the Northeast Florida Regional Evacuation Study. St. Johns County is a subscriber to Hurrevac and EM Staff has received formal training to use the computer-modeling program. St. Johns County evacuation times can be found in the Northeast Florida Regional Evacuation Study.¹

Evacuations

Evacuation is described as a process to withdraw from a place in an organized way, especially for protection.

St. Johns County is a coastal county with the Atlantic Ocean as the eastern boundary and the St. Johns River as the western boundary. The County prepares for the possibility of evacuation of the coastal areas, low-lying areas and the mobile homes each hurricane season. St. Johns County's evacuation zones are based on the 2021 Northeast Florida Storm Surge Atlas, created from the data in the Northeast Florida Regional Hurricane Evacuation Study. The St. Johns County Hurricane Evacuation Zone map is available online at www.sjcemergencymanagement.com.

¹ Florida Statewide Regional Evacuation Study, Northeast Florida Region, 2021 - is a separate reference and planning document that can be found on file at the Division of Emergency Management.



CEMP - Basic Plan

The St. Johns County Evacuation Plan includes more specific and technical information from the Florida Statewide Regional Evacuation Study - Northeast Florida Region – 2021, as listed below:

- Evacuating People Statistics
- Hurricane Hazards
- Authorization
- Warning
- Evacuation Decision Making
- Evacuation Time Requirements
- Evacuation Zones
- Clearance Times
- Checklists
- Maps
- Shelter Data
- Time Delineating Schedule

Most recently, St. Johns County ordered evacuations due to the threat from hurricane Milton (2024). During this operation the County evacuated vulnerable populations to general population, pet friendly and special medical needs shelters.

Most evacuations will be local in scope and Emergency Management will initiate actions following a recommendation by the Executive Policy Group. In such cases, the actions will be coordinated and administered by emergency response officials using local resources in accordance with operational procedures.

During any population protective actions, including evacuation, that does not require activation of the EOC; St. Johns County Emergency Management will provide assistance under various County agencies' normal statutory authority through coordination and collaboration. However, in the event of a multi-jurisdictional operation, the Chairperson of the Board of County Commissioners may issue a declaration of a local state of emergency and evacuation order in support of a municipality. This decision will be made following consultation with the EMD and representatives of the jurisdictions involved.

Evacuation Zone and Route Maps are located online at the St. Johns County Emergency Management website www.sitemergencymanagement.com. Physical copies of the maps are available at libraries, community centers, and other public buildings throughout the County for public access. Regional evacuation will be coordinated utilizing the current Northeast Florida Regional Evacuation Study Procedure. An official order is typically signed when a large-scale evacuation is called for. The St. Johns County School Superintendent has the authority to order the evacuation of or closing of schools.



CEMP - Basic Plan

Sheltering

The opening of shelters is the responsibility of St. Johns County Emergency Management and St. Johns County School District through ESF-6. Passed in May of 2019, St. Johns County Resolution 2019-150 – *Interlocal Agreement between St. Johns County and the St. Johns County School District* outlines the responsibilities of each agency during sheltering operations. Should a request for sheltering assistance be made to the EOC, it will support the sheltering plan as identified by that support function. The EOC will coordinate through ESF-6 any requests for assistance from other ESFs that will be needed to support multi-jurisdictional shelter operations. The St. Johns County Shelter Coordination Plan² includes detailed shelter information and operations and can be found in Appendix J.

The Superintendent of Schools may close any or all schools should the need arise. The Superintendent, or his designee, will meet with the Emergency Management Director to discuss the need for evacuation shelters, the impact of closure on the school year and possible reopening dates. Any school closures will be coordinated with input from the Superintendent as a matter of policy.

All shelters are vulnerable to damage or destruction from Category 3 or higher hurricanes. The St. Johns County Hurricane Shelter List can be found within the St. Johns County Shelter Coordination Plan in Appendix J.

Refuges of last resort will be used for temporary and minimal sheltering to evacuees who cannot be accommodated in public shelters. These shelters would not be expected to offer bedding, food/water, medical or other services. The evacuees should be self-supporting. Every attempt will be made to move these evacuees to public shelters as soon as possible. Sources of refuge would include church buildings, service club buildings, and community centers. Unoccupied office, warehouse or other types of commercial structures may also be utilized.

Persons with Special Needs

The St. Johns County Special Needs Registration Program was established to pre-identify and plan for individuals requiring assistance during emergencies by registering and triaging clients based on health information provided by them or their home health agencies. Registrants may fill out an application online or mail one to the EOC. In partnership with Florida Department of Health (DOH) St. Johns, applicants are categorized into three groups:

1. Low (needing transportation to public shelters)
2. Medium (special medical needs but self-transporting to the Special Needs Shelter)
3. High (special medical needs requiring transportation to the Special Needs Shelter).

² St. Johns County Shelter Coordination Plan is a separate planning document and can be found in Appendix J



CEMP - Basic Plan

Registrants are entered into the SJC Evacuation Assistance Database, with their evacuation zones noted for accuracy during evacuations, and notified by mail of their registration status, shelter assignment, and necessary supplies. An annual mailout is conducted before hurricane season to help maintain the list.

Before disasters, phone operators from ESF-1 and ESF-8, notify clients in impact areas, assess their needs, and arrange transportation if needed. Transportation, managed by the St. Johns County School District and Council on Aging, may begin before evacuation orders and is limited to shelters within the county.

Relief Operations

After the emergency has passed, coordination of relief operations such as search and rescue operations, mass casualty activities, the provision of emergency supplies, preliminary damage assessment, emergency debris removal, and emergency restoration of utilities will begin. The EOC will continue to direct management and coordination of all emergency response functions. Emergency relief agencies as well as all levels of government and the responding disaster relief organizations will be represented through various emergency support functions in the EOC.

The primary initial local coordinating agency for requesting resources and relief from State and Federal sources and allocating such supplies within the County will be the EOC. State and Federal Emergency Response Teams will be established and sent, if requested, as soon as possible after the emergency. Ideally, these Emergency Response Teams will be in St. Johns County at or near the EOC and will carry out all State coordination and assistance functions until a Joint Field Office (JFO) is established.

Municipalities and activated agencies will make requests for immediate relief supplies and resources to the EOC. One of the primary functions of the EOC is to identify and allocate resources as expeditiously and fiscally responsible as possible. Utilizing a single-point ordering system reduces duplication of effort and enables the EOC to assign resources where needed most to stabilize the incident. The EOC will coordinate with ESFs to consolidate all requests and submit a County request to the State when resources cannot be sourced locally. Resource and mission support requests are sent to the State via WebEOC, a incident management software platform used locally and by FDEM. Requests are then triaged and coordinated by the State with the local point of contact.

Mutual Aid

Two agreements exist to provide additional assistance to emergency management agencies for emergency response and recovery: the Emergency Management Assistance Compact (EMAC) and the Statewide Mutual Aid Agreement (SMAA).



CEMP - Basic Plan

EMAC

EMAC establishes a firm legal foundation for sharing resources between states during governor-declared states of emergency or disasters through a system that allows states to send personnel, equipment, and commodities to assist with response and recovery efforts in other states. EMAC's members can share resources from all disciplines, protect personnel who deploy, and be reimbursed for mission-related costs. EMAC has been ratified by U.S. Congress (PL 104-321) and is law in all 50 states and U.S. territories.

SMAA

In Florida, all 67 counties and many political subdivisions are signatories, or Participating Parties, of the SMAA. St. Johns County, the City of St. Augustine and the City of St. Augustine Beach are signatories to the SMAA. In the event of an emergency or anticipated emergency, a Participating Party may request assistance from any other Participating Party or FDEM if, in the judgement of the Requesting Party, its own resources are inadequate to meet the needs of the emergency or disaster. Mutual Aid requests for St. Johns County are coordinated through St. Johns County Emergency Management as referenced in the SMAA. Any request originating from outside St. Johns County will be coordinated through Emergency Management as referenced in the SMAA.

Activation of the National Response Framework

When it becomes apparent that the anticipated extent of damage will be beyond the capabilities of the County and State, federal resources may be necessary to supplement local emergency response efforts. At this time, the Governor will contact the Director of the FEMA Regional Office in Atlanta and request activation of the National Response Framework. Activation of this plan authorizes the mobilization of federal resources necessary to augment State and local emergency efforts.

FEMA's Emergency Response Team

The Federal Coordinating Officer (FCO) will head the Emergency Response Team (ERT). The ERT is composed of the FCO, FEMA program and support staff, and representatives from each of the 15 federal ESFs. The responsibilities of the ERT include:

- Coordinating overall federal response and emergency response activities to the County.
- Working with the County to determine support requirements and to coordinate those requirements with the ESFs.
- Tasking the ESFs or any other federal agency to perform missions in support of the County.

Upon their arrival, the team leader and ESFs will receive an operational briefing from the Emergency Management Director and be assigned space from which to conduct their activities. Once this is completed, federal ESF staff will establish contact with their counterparts on the County and State ESFs to coordinate the provision of federal assistance to meet resource needs, which exceed the capability of the State and affected local governments.



CEMP - Basic Plan

Financial Management

Due to the nature of most emergency situations, finance operations will often be carried out with compressed timeframes and other pressures, necessitating the use of atypical procedures. This, in no way, lessens the requirements of sound financial management and accountability. It is the intent of Emergency Management to provide guidance for basic financial management to all departments and agencies responding under the provisions of the plan. Additionally, to ensure those funds are provided expeditiously and those financial operations are conducted in accordance with appropriate policies, regulations and standards.

A Presidential Disaster or Emergency Declaration will permit funding from the Federal Disaster Relief Fund under the provisions of the Stafford Act in addition to the financial resources initiated at the local and state levels. The Public Assistance (PA) program provides funding for a large majority of disaster related expenses incurred by eligible applicants like St. Johns County.

Other disaster related funding sources include, but are not limited to, the following:

- Emergency Management Preparedness and Assistance (EMPA) Trust Fund
- Emergency Management Performance Grant (EMPG)
- St. Johns County General Fund and Reserves
- Small Business Administration Disaster Loan Program
- Hazard Mitigation Grant Program
- Community Development Block Grant – Disaster Recovery
- Community Development Block Grant – Mitigation

Any funds that require a signed contract will be presented to the St. Johns County Board of County Commissioners by resolution and will authorize the County Administrator or his/her designee to execute funding agreements on behalf of the County.

Timely financial support of response activities may be crucial to saving lives and property. While innovative and expeditious means of procurement are called for during times of emergencies, it is still mandatory that good accounting principles and practices be employed in order to safeguard the use of public funds from the potential of fraud, waste and abuse.

In concert with federal guidelines, officials of the primary and support agencies will give approval for expenditure of funds for response operations. Each agency is responsible for establishing effective administrative controls of funds and segregation of duties for proper internal controls, and to ensure that actions taken and costs incurred are consistent with the missions identified in this plan.

Extreme care and attention to detail must be taken throughout the emergency response period to maintain logs, formal records and file copies of all expenditures (including personnel time



CEMP - Basic Plan

sheets, purchase orders (POs), credit cards, receipts, completed ICS Forms) in order to provide clear and reasonable accountability and justification for future reimbursement requests.

Each municipality in St. Johns County is responsible for their own financial management during a disaster. St. Johns County will offer guidance on policies, regulations and standards to the municipalities to ensure that expenditures are disaster related and can be included in the FEMA reimbursement process. Participation and completion of municipality specific Preliminary Damage Assessments will aid in the thorough documentation and identification of disaster related damages and expenses.

The municipalities will be notified of each meeting on the PA process (if declared) and necessary steps to take in the reimbursement process. Reimbursement is NOT guaranteed, as a result, as much deliberative prudence as time and circumstances allow should be used.

St. Johns County Emergency Management in conjunction with the Disaster Recovery Department and Office of Management and Budget will coordinate a training schedule for emergency event financial reporting and records maintenance requirements to coincide with Emergency Management's annual training and exercise schedule.

Records Retention

All records relating to the allocation and disbursement of funds pertaining to activities and elements covered in this plan must be maintained, as applicable, in compliance with:

- The Code of Federal Regulations - Title 44 Emergency Management and Assistance (CFR 44), relevant Circulars and Federal Statutes, in a manner consistent with provisions of the Federal Stafford Act.
- Chapter 252, Florida Statutes, relating specifically to emergency management powers and responsibilities of local government.
- The County and Municipal Finance Divisions.
- The *Handbook for Disaster Assistance*, *Pocket Guide for Public Assistance* and *Pocket Guide for Individual Assistance*, each created by FDEM, has been prepared to provide basic information and instructions. This handbook can be obtained from St. Johns County Emergency Management.
- The *Public Assistance Program and Policy Guide*, FEMA, defining policies and procedures for the Public Assistance Program. This handbook can be obtained on the FEMA website.

The preservation of vital records will be the responsibility of Department Heads and Constitutional Officers. Records are stored in a variety of locations including County warehouses, the EOC, and digital copies stored on regularly backed up local servers.



CEMP - Basic Plan

The Disaster Recovery Project Manager is responsible for implementing, maintaining and tracking all financial projects and matters during and after a disaster with assistance from the Emergency Management staff and Office of Budget and Management as needed.

Mutual Aid Reimbursement

St. Johns County has responded to mutual aid requests from other counties including EM staff, EMS units, fire apparatus, law enforcement assets and Incident Management Team personnel. The documentation used to bill the receiving County includes timesheets, travel logs, receipts, completed ICS Forms, and the SMAA Form-B. This is the minimum documentation required by St. Johns County. The Clerk of the Court will maintain original agreements with working copies at the department level. The EMD has responsibility for overseeing the mutual aid process in a disaster.

Training & Exercise

Training

St. Johns County Emergency Management has prepared a training program to provide guidance for local governments to improve their capability to effectively prepare for, respond to, recover from and mitigate emergencies or disasters. The EMD, or his/her delegate, is responsible for coordination and implementation of the local training program.

The objectives of Emergency Management training are to develop team skills for the St. Johns County Emergency Operations Center, field operations, information systems, technical information related to hazard mitigation, preparedness, response and recovery, and roles and responsibilities of all levels of government and the private sector in the face of emergencies or disasters.

Training and exercise needs are assessed regularly as a part of the Integrated Preparedness Cycle (IPC). The IPC is a continuous process of planning, organizing/equipping, training, exercising, and evaluating/improving that ensures the regular examination of everchanging threats, hazards, and risks. Preparedness priorities are developed to ensure that the needed preparedness elements are incorporated through this continual approach to achieve whole community preparedness. Each of the municipalities in St. Johns County is responsible by law for the safety and welfare of its citizens. The IPC incorporates all municipal as well as County capabilities in a coordinated effort in accordance with individual plans and Standard Operating Procedures (SOPs).

As a part of the IPC, St. Johns County conducts an annual Integrated Preparedness Planning Workshop (IPPW). The IPPW is a meeting that establishes the strategy and structure for the training and exercise program. The IPPW helps inform the Integrated Preparedness Plan (IPP) which combines the efforts across the elements of the IPC to make sure



CEMP - Basic Plan

jurisdictions/organizations have the capabilities to handle threats and hazards. The final IPP provides an approximate schedule for the training and exercises for the following three years.

The IPC, to include the IPPW and IPP, is the responsibility of the Emergency Management Coordinator. The Emergency Management Coordinator will ensure all EOC staff and operational responders fully understand their procedures and responsibilities, as outlined in the CEMP.

In terms of training, the IPP focuses on three areas:

1. Emergency management staff training
2. Local department/partner emergency response training
3. Community based awareness, self-help, population protection procedures, and disaster preparedness training for the public.

Training Requirements

All personnel required to work in the EOC must have completed FEMA's ICS 100 and ICS 700 classes. These trainings are periodically available in-personally locally or available on-demand through FEMA's Emergency Management Institute (EMI) Independent Study program. Depending on an individual's role, additional training may be recommended or required.

Agencies or departments having Primary and Support responsibilities for ESFs will establish training programs covering their respective responsibilities, in accordance with ESF Annexes and SOPs. Emergency Management will assist with scheduling any identified training needs. Divisions. All divisions/agencies are encouraged to budget for training and exercising. For municipalities, the Mayor (or designee) is responsible for the training of personnel under the jurisdiction of that office. Appropriate personnel should attend training courses offered by Federal, State and local organizations whenever possible.



TRAINING REQUIREMENTS

St. Johns County Emergency Management

Recommended Training Course for ESFs And Other Agencies

	ESF 1	ESF 2	ESF 3	ESF 4	ESF 5	ESF 6	ESF 7	ESF 8	ESF 9	ESF 10	ESF 11	ESF 12	ESF 13	ESF 14	ESF 15	ESF 16	ESF 17	ESF 18	Elected Officials
R = Recommended Training																			
X = Required Training																			
CEMP Orientation	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R
Welcome to the EOC	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R
G-191 ICS/EOC Interface	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R
G-202 Debris Management	R		R	R	R				R	R				R		R			R
G-393 Mitigation for Emergency Managers	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R
FL-601 Damage Assessment	R	R	R	R	R	R	R	R	R	R	R		R	R		R	R		R
G-2300 Intermediate Emergency Operations Center Functions	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R
ICS 100	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	R
ICS 200	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R
ICS 700	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	R
ICS 800	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R
ICS 300	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R
ICS 400	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R
WebEOC Orientation	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R
Shelter Operations				R		X	R	X			R				R		X		R

Training Opportunities

Emergency Management will coordinate training demand and offerings with all partner agencies. Emergency Management, Fire Rescue, and the SJC Sheriff's Office have certified trainers on staff and will coordinate training classes for the jurisdiction. Annually, SJC will instruct at least one offering of both ICS 300 and ICS 400. As training is scheduled, Emergency Management will communicate course availability and registration methods.

Free training courses are also available through several other avenues including but not limited to the following:

- EMI in Emmitsburg, Maryland
- National Fire Academy at EMI
- Surrounding counties and throughout Florida
- FEMA's training consortiums
 - Center for Domestic Preparedness
 - National Center for Biomedical Research and Training
 - National Disaster Preparedness Training Center
- FEMA's remote learning K course offerings
- FEMA's Independent Study website



CEMP - Basic Plan

Group training is encouraged for the St. Johns County EOC staff, Executive Policy Group, individuals, information officers, all government division/department heads and their Emergency Coordinators, damage assessment teams, school district personnel, medical/health, institutional personnel, volunteers, communications/dispatchers, etc.

Internal training consists of the concepts of field operations and key components of the St. Johns County CEMP. An overview of the St. Johns County CEMP and training is essential to departments/agencies in developing their department's emergency procedures.

Community Awareness Training

Community awareness programs are provided to train citizens as to what actions are expected of them before, during and after an emergency/disaster. Preparing citizens for protective action and self-help practices immediately following a disaster is part of the Emergency Management training program.

St. Johns County Emergency Management will utilize to the fullest extent possible all available means to reach the maximum number of County residents to provide sufficient public information with which to develop individual plans:

- Booklets, pamphlets, and brochures for public distribution
- Website and Social Media preparedness content
- Lectures and seminars relating to personal disaster preparation
- Local public information spots on radio and television.

The Emergency Management training program encourages members of all groups to take advantage of available training.

Exercises

"Exercising" is the primary way to activate, test and evaluate the components of the St. Johns County CEMP and to determine if the plan will work in an actual emergency/disaster situation. Exercises allow personnel to validate training and practice strategic and preparedness, response, and recovery capabilities in a risk-reduced environment. Exercises are used to assess preparedness and identify areas for improvement. St. Johns County and its partners utilize exercises to gain objective assessments of capabilities so that gaps, deficiencies, and vulnerabilities are addressed prior to a real incident.

The County utilizes various types of exercises:

- Discussion-based exercises including seminars, workshops, tabletop exercises, and games are designed to detect potential gaps with coordination, to determine the



CEMP - Basic Plan

appropriateness of assigned responsibilities and to achieve a certain level of familiarity of a plan.

- Operations-based exercises including drills, functional exercises and full-scale are more complex and are designed to test multiple functions, such as direction and control, decision making, warning, public information or recovery.
- Full-scale exercises are the highest level of exercise. It is the culmination of the exercise program. It is designed to evaluate the operational capability of the emergency management system over a substantial period of time. It tests major components and sub-components of a plan.

Emergency Management exercises are designed to include all lead and support agencies assigned to ESF roles. The County has adopted the following schedule for various types of exercises:

- An annual exercise, which will incorporate the participation of all county agencies and municipalities, utilizing the St. Johns County CEMP as a guide.
- A functional exercise is to be conducted once every three years, in a four-year period.
- A full-scale exercise is required every four years. A Level 1 Activation of the EOC can substitute for a full-scale exercise, with the development of an After-Action Report (AAR) and Improvement Plan (IP), according to Homeland Security Exercise Evaluation Program (HSEEP) guidelines.

The exercises conducted may vary in format and location, and can include tabletop, functional, and field exercises. In addition to activities that include participation from all partnering agencies/organizations, the County conduct exercises relating to specific functional areas (e.g. shelter activation, EOC call center, and amateur radio operations). The exercise program is designed to address all aspects of the county's comprehensive emergency management program – mitigation, preparedness, response, and recovery plans.

All exercises are evaluated according to the requirements of the HSEEP. The HSEEP is a capabilities and performance-based exercise program that provides a standardized policy, methodology, and language for designing, developing, conducting, and evaluating all exercises. St. Johns County complies with the four HSEEP performance requirements. These requirements are as follows:

- Conduct an annual Training and Exercise Planning Workshop and maintain a Multi-year Training and Exercise Plan.
- Plan and conduct exercises in accordance with the guidelines set forth in HSEEP policy.
- Develop and submit properly formatted After Action Report/Improvement Plans (AAR/IP).
- Track and implement corrective actions identified in the AAR/IP.



CEMP - Basic Plan

After each exercise is conducted, constructive evaluations will be used through the use of Exercise Evaluator Guides (EEGs) to develop After Action Reports (AARs) and Improvement Plans (IPs) in an effort to test the county's responsiveness and capabilities and test components of the CEMP and supporting annexes. Any deficiencies or best practices developed from these exercises will be incorporated into the CEMP and supporting plans to ensure optimal preparedness.

Responsibilities

St. Johns County Emergency Management is responsible for ensuring the St. Johns County EOC staff and operational responders fully understand their procedures and responsibilities, as outlined in the St. Johns County CEMP. Training and scheduling of training for Emergency Management purposes will be coordinated through St. Johns County Emergency Management.

Emergency Management will also Coordinate all emergency management related training within the County to ensure that all of the overall objectives of the CEMP are being met. To include:

- NIMS / Incident Command System Training
- Evacuation
- Shelter Management
- Recovery
- Debris Management
- Damage Assessment / Survey 1-2-3
- WebEOC
- Logistics / Point of Distribution Management

For municipalities, the mayor (or designee) is responsible for the training of personnel under the jurisdiction of that office. Appropriate personnel should attend training courses offered by Federal, State and local organizations whenever possible.

Direction and Control

Governor

Under the provisions of Section 252.36, Florida Statutes, the Governor is responsible for meeting the dangers presented to the state and its people by emergencies. In the event of an emergency beyond the control or capability of local governments, the Governor may assume direct operational control over all or any part of the emergency management functions within the state. Pursuant to the authority vested in that position under Section 252.36, the Governor may:

- Declare a State of Emergency to exist through the issuance of an Executive Order or Proclamation.



CEMP - Basic Plan

- Activate the response, recovery and mitigation components of existing state and local emergency plans.
- Serve as Commander in Chief of the organized and voluntary militia and of all other forces available for emergency duty.
- Authorize the deployment and use of any forces, supplies, materials, equipment and facilities necessary to implement emergency plans.
- Suspend the provisions of any regulation, statute, order or rule prescribing the procedures for conducting government business if compliance would in any way hinder or delay necessary emergency actions.
- Utilize all available resources of the state and local governments, as reasonably necessary to cope with the emergency.
- Transfer the direction, personnel and functions of state agencies to assist in emergency operations.
- Commandeer or utilize any private property necessary to cope with the emergency.
- Direct and compel the evacuation of all or part of the population from any threatened or stricken area.
- Prescribe routes, modes of transportation, and destinations for evacuees.
- Control ingress and egress to and from an emergency area, the movement of persons within the area, and occupancy of premises therein.
- Suspend or limit the sale, dispensing or transportation of alcoholic beverages, firearms, explosives or combustibles.
- Make provisions for the availability of temporary emergency housing.

Governor's Authorized Representative

Section 252.36, Florida Statutes, authorizes the Governor to delegate or otherwise assign his command authority and emergency powers as deemed prudent. The Governor has appointed the State Coordinating Officer (Florida Director of Emergency Management) as his authorized representative, to act on his behalf in carrying out the provisions of Chapter 252, Florida Statutes. While these authorities are statutorily assigned to the governor and/or his designee.

Board of County Commissioners

Under the provisions of Section 252.38, Florida Statutes, the Board of County Commissioners is responsible for safeguarding the life and property of the citizens of St. Johns County, and to provide for the effective and orderly governmental control and coordination of emergency operations. To effectively carry out these emergency responsibilities the Board has delegated these authorities to the EMD and / or his designee.

On April 14, 1980, Governor Graham issued Executive Order No. 80-29.5. Section 4 of the order provides in part that, "Political subdivisions of the state (counties) shall, and municipalities may, by interlocal agreement or otherwise, take pre-emergency action as prescribed in Chapter 252." Thus a Board of County Commissioners, acting through the director of the county emergency



CEMP - Basic Plan

management agency, is authorized by Chapter 252, Florida Statutes, and Executive Order No. 80-29, Office of the Governor, to order the evacuation of persons from areas of the county threatened by an imminent natural or manmade disaster in the absence of a directive from the Governor.

Director of Emergency Management

Section 252.38, Florida Statutes, directs each county to establish an Emergency Management Agency and appoint a Director to carry out the provisions of section 252.31 - 252.60. The St. Johns County Emergency Management Director is the designated Emergency Manager for the County. In this capacity, the Director is directly and solely responsible for:

- Organization, administration and operation of the Emergency Management Agency, the County Emergency Operations Center and other related operational facilities.
- Serves in the capacity of advisor to the Board of County Commissioners during emergency or disaster operations.
- Coordinator of activities, services, training and programs for emergency planning and emergency response throughout St. Johns County.
- Maintaining liaison with State, Federal and other local Emergency Management Agencies.
- Development and maintenance of operational planning for emergency responses.
- Instituting training programs and public information programs.
- Ascertaining the requirements of the County in order to implement emergency response operations.
- Taking all emergency preparedness actions necessary, including the partial or full emergency mobilization of agencies of county and municipal governments in advance.
- Cooperating with the Florida Division of Emergency Management and all other State, Federal and relief agencies in matters pertaining to emergency management.
- Taking measures to carry out requests from municipalities, agencies, the Florida Division of Emergency Management, or Federal agencies for any appropriate emergency management activity.
- Implement actions deemed necessary by the Chairperson of the Board of County Commissioners.

Direction and Control of Daily Operations

St. Johns County Emergency Management, Emergency Management Director, during normal operations shall report directly to the County Administrator. The Emergency Management Director will oversee the normal day-to-day operations of Emergency Management. See the St. Johns County Emergency Management Organization Chart in Appendix A.



CEMP - Basic Plan

Additional Direction and Control Policies

- The Chairperson of the St. Johns County Board of Commissioners and the City Commissions of incorporated jurisdictions has the responsibility and authority to direct and control emergency/disaster operations in their jurisdictions.
- Municipalities, pursuant to F.S. Chapter 252.38, legally constituted, may establish emergency management programs and develop emergency management plans in conformance with Federal, State and County plans. Public officials in these municipalities are responsible for providing policy guidance in the administration of emergency management programs in their respective jurisdictions. The municipalities' command and control operations will be supported by the St. Johns County Emergency Operations Center.
- The EMD will serve as senior liaison officer for St. Johns County when coordinating with FDEM, the Florida National Guard and federal resources.
- When the provisions of this are in effect, centralized direction and control of all emergency operations will be coordinated through the St. Johns County Emergency Operations Center.
- The EMD, when required to ensure quick response to an actual or impending emergency/disaster, will activate appropriate portions of this plan.
- The St. Johns County Board of County Commissioners (BOCC) is responsible for making decisions regarding the governance of the County. Each county department reports to the County Administrator. Within this structure, St. Johns County Emergency Management is responsible for all aspects of emergency management including preparedness, response, recovery and mitigation. The day-to-day management structure is depicted in the St. Johns County Organization Chart Appendix A.
- A copy of the Statewide Mutual Aid Agreement is included in the Appendix D.

St. Johns County Emergency Operations Center Team Organization

In order to facilitate the ESF concept, the organizational structure has been designed to correspond with the National Incident Management System (NIMS). The Chairperson of the BOCC, through their designee, the EMD, will be the Incident Commander in the EOC during emergency situations. See Organizational Charts, Appendix A.

The organizational structure depicted in the Organizational Charts in Appendix A is established to ensure the effective coordination of resources and information during emergency response and recovery operations and collectively represents the St. Johns County EOC Team. The NIMS contains functional responsibilities that can be matched with corresponding ESFs in the Florida CEMP and mirrored in the St. Johns County CEMP. In St. Johns County, depending on the scope of the disaster, one agency may be responsible for several tasks, each represented by a different ESF in the State and County CEMP. For example, the St. Johns County Sheriff's Office supports ESF-9, Search and Rescue and is the lead agency for ESF-16, Law Enforcement. The St. Johns



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County Sheriff's Office also provides support for several other agencies during emergency operations.

To ensure continuous leadership authority and responsibility during emergency situations, a Line of Succession has been established by County Ordinance 2021-4. This line succession is illustrated in the St. Johns County Organizational Chart in Appendix A.

Federal Laws and Directives

- Public Law 106-390, as amended, Disaster Mitigation Act of 2000, which provides authority for response assistance under the Federal Response Framework, and which empowers the President to direct any federal agency to utilize its authorities and resources in support of state and local assistance efforts.
- Public Law 100-707, Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended, constitutes the statutory authority for most Federal disaster response activities especially as they pertain to FEMA and FEMA programs.
- Public Law 93-234, Flood Disaster Protection Act of 1973, as amended, provides insurance coverage for all types of buildings.
- Public Law 81-290, the Federal Civil Defense Act of 1950, as amended, provides a system for joint capability building at the federal, state and local levels for all types of hazards.
- Public Law 99-499, Superfund Amendments and Reauthorization Act of 1986, which governs hazardous materials planning and right-to-know.
- Public Law 101-615, Hazardous Materials Transportation Uniform Safety Act (HMTUSA), which provides funding to improve capability to respond to hazardous materials incidents.
- Public Law 96-510, Comprehensive Environmental Response, Compensation and Liability Act of 1980 (CERCLA) as amended, which requires facilities to notify authorities of accidental releases of hazardous materials.
- Public Law 101-549, Clean Air Amendments of 1990, which provides for reductions in pollutants.
- Public Law 85-256, Price-Anderson Act, which provides for a system of compensating the public for harm caused by a nuclear accident.
- Public Law 84-99 (33 USC 701n), Flood Emergencies, authorizing an emergency fund for flood emergency preparation, flood fighting and rescue operations, or repair and restoration of flood control works threatened or destroyed by flood.
- Public Law 91-671, Food Stamp Act of 1964, in conjunction with section 412 of the Stafford Act, relating to food stamp distributions after a major disaster.
- Public Law 89-665 (16 USC 470 et seq), National Historic Preservation Act, relating to the preservation of historic resources damaged as a result of disasters.
- Public Law 110-325 (Title 42, chapter 126 and Title 47, chapter 5 of the USC) Americans with Disabilities Act of 2008, as amended, prohibits discrimination against people with disabilities.



CEMP - Basic Plan

- Stewart B. McKinney Vento Homeless Assistance Act, 42 USC 11331-11352, Federal Emergency Management and Shelter Program.
- National Flood Insurance Act of 1968, (42 USC 4001 et seq.) and Flood Disaster Protection Act of 1973
- Public Law 109-308 (Section 613 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act [42 U.S.C 5196b] as amended) Pets Evacuation and Transportation Standards Act of 2006
- Sandy Recovery Improvement Act of 2013 and Disaster Relief Appropriations Act. The law authorizes several significant changes to the way FEMA may deliver federal disaster assistance to survivors.
- CFR 44 Parts 59-80, National Flood Insurance Program and related programs
- CFR 44 Part 206, Federal Disaster Assistance for Disasters Declared after November 23, 1988
- HSPD – 5, Homeland Security Presidential Directive
- HSPD – 8, Homeland Security Presidential Directive
- National Incident Management System (NIMS)
- National Response Framework (NRF)
- National Incident Management Capability Assessment Tool (NIMSCAST)



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References and Authorities

Ultimate responsibility for the protection of life and property and the preservation of public peace, health and safety lies with local governments. The authority for local governments to respond to situations and take actions necessary to safeguard the life and property of its citizens is set forth in the following regulations.

State Statutes and Codes

Chapter 252.38, Florida Statutes delineates the emergency management responsibilities of political subdivisions in safeguarding the life and property of citizens and other persons within the political subdivision. Key points within the statutes are listed below.

- St. Johns County shall perform emergency management functions within the territorial limits of St. Johns County and conduct those activities pursuant to 252.31 – 252.90, and in accordance with state and county emergency management plans and mutual aid agreements. St. Johns County has the authority to establish, as necessary, a primary and one or more secondary emergency operating centers (EOCs) to provide continuity of government, and direction and control of emergency operations.
- St. Johns County has the power to appropriate and expend funds; make contracts; obtain and distribute equipment, materials and supplies for emergency management purposes; provide for the health and safety of persons and property, including assistance to survivors of any emergency; and direct and coordinate the development of emergency management plans and programs in accordance with the policies and plans set forth by federal and state emergency management agencies.
- St. Johns County has the authority to request state assistance or invoke emergency related mutual aid assistance by declaring a local state of emergency. The duration of the local state of emergency shall be limited to 7 days, and it may be extended as necessary in 7-day increments. St. Johns County participates in the Statewide Mutual Aid Agreements (SMAA) in existence. The county also has the power and authority to waive the procedures and formalities otherwise required of St. Johns County by law, pertaining to:
 - Performance of public work and taking whatever prudent action is necessary to ensure the health, safety and welfare of the community
 - Entering into contracts and incurring obligations
 - Employment of permanent and temporary workers
 - Utilization of volunteers
 - Rental of equipment
 - Acquisition and distribution, with or without compensation, of supplies, materials and facilities
 - Appropriation and expenditure of public funds.



CEMP - Basic Plan

- St. Johns County recognizes the right of municipalities within the County to establish their own emergency management plans and programs. Those municipalities establishing emergency management programs will coordinate their activities and programs with St. Johns County Emergency Management in accordance with 252.38 (2) Florida Statutes.
- St. Johns County Emergency Management serves the entire county. It is the responsibility of St. Johns County to establish and maintain an emergency management agency, develop a comprehensive emergency management plan and program that is consistent with the state comprehensive emergency management plan and program.
- St. Johns County Emergency Management will review emergency management plans required of external agencies and institutions.
- St. Johns County School District will, during a declared local state of emergency and upon the request of the Emergency Management Director participate by providing facilities and personnel to staff those facilities per St. Johns County Resolution No. 2019-150. St. Johns County School District will, when providing transportation assistance, coordinate the use of vehicles and personnel with Emergency Support Function 1, Transportation.

Ordinances and Administrative Rules

The following ordinances and administrative rules apply to St. Johns County Emergency Management Activities:

- Chapter 1 - Definitions
- Chapter 7 - County Boundaries
- Chapter 14 - Title IV, Executive Branch, Governor
- Chapter 22 - Emergency Continuity of Government
- Chapter 23 - Florida Statutes, as amended by Chapter 93-211, Laws of Florida
- Chapter 30 - Sheriffs
- Chapter 73 - Eminent Domain
- Chapter 74 - Proceedings Supplemental to Eminent Domain
- Chapter 125 - County Government
- Chapter 162 - County or Municipal Code Enforcement
- Chapter 165 - Title XII, Municipalities, Formation of Local Governments
- Chapter 166 - Municipalities
- Chapter 154 - Public Health Facilities
- Chapter 161 - Beach and Shore Preservation; Part III, Coastal Zone Preservation
- Chapter 163 - Intergovernmental Programs; Part I, Miscellaneous Programs
- Chapter 166 - Municipalities
- Chapter 187 - State Comprehensive Plan
- Chapter 252 - Emergency Management
- Chapter 321 - Highway Patrol
- Chapter 380 - Land and Water Development
- Chapter 381 - Title XXIX, Public Health



CEMP - Basic Plan

- Chapter 401 - Medical Communications and Transportation
- Chapter 403 - Environmental Control
- Chapter 404 - Radiation
- Chapter 406 - Medical Examiners
- Chapter 409 - Social Welfare
- Chapter 427 - Transportation Services
- Chapter 553 - Building Construction Standards
- Chapter 768 - Good Samaritan Act
- Chapter 870 - Affrays, Riots, Routs and Unlawful Assemblies
- Florida Administrative Code - Rules 27P 2, 6, 11, 14, 19, 20, 21, 22

County Resolutions

- St. Johns County Ordinance No. 2021-4
- St. Johns County Resolution No. 2006-301
- St. Johns County Resolution No. 2005-255
- St. Johns County Resolution No. 2019-150
- Declaration of a Local State of Emergency
- A sample copy of a local resolution for declaring a Local State of Emergency is contained in Appendix C
- 2024 Statewide Mutual Aid Agreement

References

References that apply to the Comprehensive Emergency Management Plan:

- St. Johns County LMS
- St. Johns County COOP / COG
- St. Johns County Terrorism Annex
- St. Johns County Hazardous Materials Plan
- Northeast Florida Regional Evacuation Study 2021
- St. Johns County Sheriff's Office ETD Manuals
- St. Johns County Fire / Rescue policy Manuals
- St. Johns County Logistics Strategy
- St. Johns County Temporary Housing Strategy
- St. Johns County Evacuation Plan
- St. Johns County Shelter Plan
- St. Johns County Debris Management Plan
- St. Johns County Damage Assessment Plan
- St. Johns County Reunification Plan
- St. Johns County Fire / Rescue Communications SOP
- National Response Framework



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Acronyms

ACP	Area Contingency Plan
ADI	Audience of Dominant Influence
AHCA	Agency for Health Care Administration
ALF	Assisted Living Facility
ALS	Advanced Life Support
AOR	Area of Responsibility
ARC	American Red Cross
ARES	Amateur Radio Emergency Service
BC	Bureau Chief
BFE	Base Flood Elevation
BOCC	Board of County Commissioners
BPR	Bureau of Preparedness and Response
BRM	Bureau of Recovery and Mitigation
CAP	Civil Air Patrol
CBRS	Coastal Barrier Resource System
CDBG	Community Development Block Grant
CDC	Center for Disease Control and Prevention
CEM	Civil Emergency Message
CEMP	Comprehensive Emergency Management Plan
CEO	Chief Executive Order
CERT	Community Emergency Response Team
CIC	Citizens Information Center
CSIM	Critical Incident Stress Management
CLSA	County Logistical Staging Area
CO	Central Office / Commanding Officer
COA	Council on Aging
COG	Continuity of Government
CONUS	Continental United States
COOP	Continuity of Operations
CP	Command Post
CRS	Community Rating System
CSBG	Community Service Block Grant
CWP	County Warning Point
DACS	Department of Agriculture and Consumer Services



CEMP - Basic Plan

DAC	Disaster Application Center
DAP	Disaster Assistance Programs
DAT	Damage Assessment Teams
DCF	Department of Children and Families
DEM	Division of Emergency Management
DEP	Department of Environmental Protection
DHSMV	Department of Highway Safety & Motor Vehicles
DMA	Department of Military Affairs
DMS	Department of Management Services
DO	Duty Officer
DOC	Department of Corrections
DOD	Department of Defense
DOEA	Department of Elder Affairs
DOF	Division of Forestry
DOJ	Department of Justice
DOT	Department of Transportation
DRC	Disaster Recovery Center
DSCO	Deputy State Coordinating Officer
D-SNAP	Disaster Supplemental Nutrition Assistance Program
EAS	Emergency Alerting System
EBS	Emergency Broadcast System
ECC	Emergency Communications Center
ECO	Emergency Coordinating Officer
EEI	Elements of Essential Information
EM	Emergency Management
EMAC	Emergency Management Assistance Compact
EMD	Emergency Management Director
EMI	Emergency Management Institute
EMPA	Emergency Management Preparedness and Assistance Trust Fund
EO	Executive Order
EOC	Emergency Operations Center
EOP	Emergency Operations Plan
EPCRA	Emergency Planning and Community Right-To-Know Act
ERT	Emergency Response Team – Federal
ESF	Emergency Support Function



CEMP - Basic Plan

ETO	Exercise Training Officer
EWSC	Emergency Welfare Service Coordinator
F.S.S	Florida State Statute
FSERT	Forward State Emergency Response Team
FAC	Florida Administrative Code
FCC	Federal Communications Commission
FCG	Florida Coordinating Group
FCO	Federal Coordinating Officer
FDEM	Florida Division of Emergency Management
FDLE	Florida Department of Law Enforcement
FDOH	Florida Department of Health
FDOT	Florida Department of Transportation
FEMA	Federal Emergency Management Agency
FEPA	Florida Emergency Preparedness Association
FWCC	Florida Fish and Wildlife Conservation Commission
FFS	Florida Forest Service
FHP	Florida Highway Patrol
FIRM	Flood Insurance Rate Map
FLNG	Florida National Guard
FMAP	Flood Mitigation Assistance Program
FMP	Florida Marine Patrol
FNG	Florida National Guard
FOG	Field Operations Guide
FP&L	Florida Power and Light
GAR	Governors Authorized Representative
GIS	Geographic Information System
GR	General Revenue
HAWKE	Humane Association of Wildlife Care & Education
HAZMAT	Hazardous Materials
HCD	Housing and Community Development
HES	Hurricane Evacuation Study
HLS	Hurricane Local Statement
HMEP	Hazardous Materials Emergency Preparedness
HMGP	Hazard Mitigation Grant Program – Federal
HSEEP	Homeland Security Exercise and Evaluation Program



CEMP - Basic Plan

HSPD-5	Homeland Security Presidential Directive - 5
HURREVAC	Hurricane Evacuation Tracking Program
HVA	Hazard Vulnerability Analysis
IA	Individual Assistance
IAP	Incident Action Plan
IC	Incident Commander
ICP	Incident Command Post
ICS	Incident Command System
IMS	Incident Management System
IMT	Incident Management Team
IPAWS	Integrated Public Alert and Warning System
IRS	Internal Revenue Service
JCC	Joint Coordination Center – Federal
JFO	Joint Field Office
JIC	Joint Information Center
JIS	Joint Information System
JSAC	Joint State Area Command
LEPC	Local Emergency Planning Committee
LMS	Local Mitigation Strategy
LO	Liaison Officer
LSA	Logistical Staging Area
LSE	Local State of Emergency
LTRO	Long Term Recovery Organization
MAA	Mutual Aid Agreement
MCI	Mass Casualty Incident
MEOW	Maximum Envelope of Wind / Water
MIC	Meteorologist In Charge – NWS
MOA	Memorandum of Agreement
MOM	Maximum of the Maximums
MOU	Memorandum of Understanding
MRE	Meals Ready-to-Eat
NCP	National Continuity Plan
NDMS	National Disaster Medical System
NDPC	National Domestic Preparedness Consortium
NFIP	National Flood Insurance Program



CEMP - Basic Plan

NGO	Nongovernmental Organization
NHC	National Hurricane Center
NIMS	National Incident Management System
NOAA	National Oceanic Atmospheric Administration
NOFA	Notice of Funding Availability
NRF	National Response Framework
NRT	National Response Team
NWR	Non-Weather Related
NWS	National Weather Service
OSC	On-Scene Commander
PA	Public Assistance
PAG	Protective Action Guide
PAO	Public Assistance Officer
PDA	Preliminary Damage Assessment
PEP	Presidential Entry Point
PIO	Public Information Officer
PO	Purchase Order
POD	Point of Distribution
PPE	Personal Protective Equipment
PSA	Public Service Announcement
PVO	Private Volunteer Organizations
PW	Project Worksheet
RC	Recovery Centers/Regional Council/Regional Coordinator
RCMP	Residential Construction Mitigation Program
RDSTF	Regional Domestic Security Task Force
RFA	Request For Federal Assistance
RFP	Request For Proposal / Request For Payment
ROC	Recovery Operation Center
RPA	Request for Public Assistance
RRT	Rapid/Regional Response Team
SA	Salvation Army
SAR	Search and Rescue
SBA	Small Business Administration
SAME	Specific Area Message Encoder (weather radio)
SCO	State Coordinating Officer



CEMP - Basic Plan

SECC	State Emergency Communications Committee
SEOC	State Emergency Operations Center
SERC	State Emergency Response Commission
SERT	State Emergency Response Team
SERTLO	State Emergency Response Team Liaison Officer
SFHA	Special Flood Hazard Area
SHMPAT	State Hazard Mitigation Plan Advisory Team
SHOT	Special Hazards Operations Team
SITREP	Situation Report
SJC	St. Johns County
SLOSH	Sea, Lake and Overland Surges for Hurricanes
SMAA	Statewide Mutual Aid Agreement
SN	Special Needs
SO	Safety Officer
SOG	Standard Operating Guidelines
SOP	Standard Operating Procedure
SOW	Scope of Work
SP	State Primary
STARC	State Area Command
SWO	State Watch Office
TDD	Telephone Device for the Deaf
UASI	Urban Area Security Initiative
UC	Unified Command
UCC	Unified Command Center
USAR	Urban Search and Rescue
USNG	United States National Grid
VA	Veterans Administration
VOAD	Volunteer Organizations Active in Disasters
WCM	Warning Coordination Meteorologist – NWS
WMD	Water Management District / Weapons of Mass Destruction
WFO	Weather Forecast Office

ST. JOHNS COUNTY
COMPREHENSIVE EMERGENCY
MANAGEMENT PLAN

2025

Annex I
Recovery



CEMP – Annex 1





CEMP – Annex 1

Table of Contents

Introduction	5
Recovery Operations.....	5
Reimbursement	6
Community Assistance.....	7
Damage Assessment	8
Initial Damage Assessment	8
Joint Preliminary Damage Assessment	10
Responsibilities	11
Individual Assistance.....	13
Disaster Recovery Centers	13
DRC Staffing	14
DRC Supplies	15
Feeding Distribution Sites	15
Housing	16
Habitability Certification	16
Temporary Disaster Housing.....	16
Unmet Needs Coordination	17
Community Relations and Response	18
Public Assistance.....	19
Debris	19
Debris Disposal Procedures	19
Public Assistance Administrative Procedures	20
Applicant Briefing and Kick-off meeting	20
Project Worksheet Development	21
Insurance Coordination Procedures	22
Financial Transactions.....	22
Appeals.....	22
Program Assistance and Management	23
Final Inspections	23



CEMP – Annex 1

Staff Support	23
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CEMP – Annex 1

Introduction

Following a disaster, many critical post-disaster issues will have to be addressed. Resolving these issues will require a coordinated effort from the local, state, and federal governments. The recovery section establishes a detailed framework of federal and state government support for local government efforts to restore essential public and social services following a disaster. Much of this support involves the coordination and administration of federal disaster assistance. This section will outline the process for assessing the need for and administration of local, state, and federal disaster assistance.

Disaster recovery operations illustrate the importance of the recovery period. Public Officials must be prepared to lead the community to recovery (survivors, emergency workers, and volunteers), restore utilities, repair infrastructure, and plan for future development without losing sight of the less visible damage caused by emergencies and disasters.

SJC has experienced seventeen Presidential Declarations:

- Firestorm 1998
- Hurricane Floyd 1999
- Tropical Storm Gabrielle 2001
- Hurricane Charley 2004
- Hurricane Frances 2004
- Hurricane Jeanne 2004
- Tropical Storm Fay 2008
- Hurricane Matthew 2016
- Hurricane Irma 2017
- Hurricane Dorian 2019
- COVID-19 Pandemic 2020
- Hurricane Isaias 2020
- Hurricane Ian 2022
- Hurricane Nicole 2022
- Hurricane Idalia 2023
- Hurricane Debby 2024
- Hurricane Milton 2024

Recovery Operations

Direction, control, and coordination during the immediate recovery phase focus on the following types of activities:



CEMP – Annex 1

- The establishment of an inter-county recovery network designed to provide support for the movement of response actions, relief supplies, and services into the county.
- Allocation and administration of the distribution of emergency supplies, including food, water, and other items as deemed necessary.
- Managing post-event sheltering operations.
- Initiating preliminary damage assessment (air and ground), debris removal, and the restoration of utilities.

St. Johns County Emergency Management has the primary responsibility for coordinating recovery efforts. The St. Johns County Emergency Management Director (EMD) will continue any response operations out of the EOC as the building and partners transition into recovery mode. The EOC will serve as the recovery hub for as long as necessary.

The EMD will appoint a recovery liaison to coordinate recovery activities with the municipalities, constitutional offices, and any Joint Field Office (JFO) representatives. Individual ESFs in the EOC will coordinate with their municipal counterparts during response and recovery operations.

All recovery activities are coordinated through the EMD and begin during the response phase with an evaluation of:

- Situation reports
- Incident Action Plans
- Mission assignments
- WebEOC resource requests
- Municipal status update reports
- EOC briefings
- Conference calls
- Impact assessment data, as well as other impact information received.

These information sources are reviewed and monitored to start identifying areas that should receive priority for damage assessment and human needs assessment. This intelligence gathering sets the stage for the operational transition from response to recovery activities.

Reimbursement

The county utilizes the established process under the Stafford Act, as amended by the Disaster Mitigation Act 2002 and Sandy Recovery Improvement Act of 2013, for obtaining and administering state and federal disaster assistance. When the President issues a disaster declaration that includes St. Johns County, the County will receive notice directly from FDEM and FEMA Disaster Declaration releases. The EMD will ensure that this information is transmitted to St. Johns County Administration, SJC Office of Management and Budget, SJC Disaster Recovery



CEMP – Annex 1

Division, municipalities, and other eligible non-profits, houses of worship, etc., that were affected for coordination of financial reimbursement.

Maintaining compliance with procedures for financial transactions, accurate accounting, grants management, document tracking, and payroll procedures will be important so as not to jeopardize reimbursement. In coordination with the SJC Disaster Recovery Division, each County agency is responsible for collecting and documenting reimbursement information, identifying public assistance projects, and submitting to the SJC Disaster Recovery Division for countywide consolidation and submission to FEMA. The SJC Disaster Recovery Division is responsible for acquiring appropriate consultants and additional staffing to implement the public assistance program if necessary. The SJC Disaster Recovery staff will coordinate with the state regarding implementing the appropriate programs authorized by the declaration.

Each municipality is responsible for identifying public assistance projects and is its own applicant in the FEMA Public Assistance program.

Community Assistance

The county recovery activities outlined in this section are the same for declared and non-declared disasters, apart from available federal and/or state resources. Without a federal disaster declaration, financial assistance for survivors is limited, and heavy reliance is placed on the Long-Term Recovery Organization (LTRO), American Red Cross (ARC), Salvation Army, SJC Volunteer Organizations Active in Disasters (VOAD), charitable agencies, faith-based organizations, donations, and insurance coverage. Businesses must depend on insurance coverage or obtain loans/refinancing for recovery. The County and municipal governments must meet infrastructure recovery needs through existing operating funds, insurance, or resort to bond issues to fund disaster recovery. The SJC LTRO and VOAD will be convened to identify survivors' needs and potential recovery assistance.

The agencies that have support roles and will be involved in recovery operations are the following:

- American Red Cross (ARC)
- Florida Department of Health (FDOH)
- Municipalities
- Salvation Army
- SJC Clerk of the Court
- SJC Code Enforcement
- SJC Development Services
- SJC Disaster Recovery
- SJC Coastal Management
- SJC Fire Rescue



CEMP – Annex 1

- SJC Housing and Community Services
- SJC Health and Human Services
- SJC Parks and Recreation
- SJC Public Works Department
- SJC School District
- SJC Sheriff's Office
- SJC Long Term Recovery Organization (LRTO)
- SJC Volunteer Organizations Active in Disasters (VOAD)

Damage Assessment

When emergency conditions subside, rapid and thorough assessments must be conducted to assess the overall damage to homes and businesses within the affected areas, the overall damage to critical public facilities and infrastructure, and to determine whether those damages are sufficient to warrant supplemental federal disaster assistance.

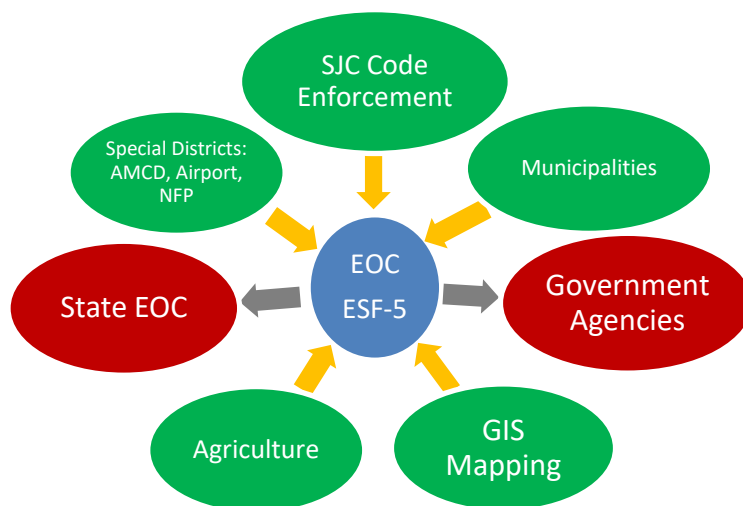
St. Johns County's capability to conduct its own assessment may be limited due to the extensive damage associated with a catastrophic event. Once local resources have been exhausted, requests for support to regional, state, and federal partners will be submitted.

Sometimes, a declaration will occur in a catastrophic disaster before damage assessments are conducted. However, information and data on damages must still be compiled for briefings, planning for additional recovery resources, and prioritizing recovery efforts.

Initial Damage Assessment

In the immediate aftermath of the disaster, SJC will conduct an initial countywide damage assessment. This assessment aims to determine the magnitude and severity of damage to structures and infrastructure. This initial damage assessment determines whether more detailed damage assessments are necessary and identifies those areas where further efforts should be concentrated. SJC Emergency Management is the county's single point for receiving damage assessment reports, evaluating information, and determining the disaster's magnitude. SJC Code Enforcement, GIS, municipal partners, and special districts provide information and analysis support for damage assessment.

CEMP – Annex 1



The initial damage assessment is conducted using Survey 123 and reported to the SJC EOC within twelve hours when feasible. The initial damage assessments also provide a total "quick dollar estimate" of the damage based on the criteria selected by the damage assessment teams. The estimate is a calculation based on the level of damage, whether the home is insured, the property value, and whether it is a primary residence. The most recent Property Appraiser's records provide all property value data. Results are mapped by the SJC GIS Division using color-coded categories. The information is then compiled in a Flash Report, Situation Report, or Initial Damage Assessment Report and submitted to the State EOC via WebEOC or other mode as determined by FDEM.

Teams make the following determinations:

- **Primary versus secondary residences** – Secondary homes are not eligible for disaster assistance.
- **Homeowner or rental property** – Homeowners are eligible for assistance for losses to both property and contents, whereas renters may only be eligible for losses to contents.
- **Extent of damage** – There are five levels of damage:
 - Destroyed – Structure is a total loss, permanently uninhabitable
 - Major – Structure has sustained structural or significant damage and is uninhabitable
 - Minor – Structure is damaged but habitable
 - Affected – Structure has received minimal damage and is habitable without repairs
 - Inaccessible – Structures exist in an area that the team or resident cannot safely enter to verify damages



CEMP – Annex 1

- **Insured versus uninsured damage** – Insured damages and losses are not eligible for disaster assistance.
- **Estimated days out of operation** – This information is needed to estimate the total dollar loss to a business.
- **Number of employees** – Used to estimate the amount of disaster unemployment for a business.
- **Replacement costs** – Replacement costs of land, structures and contents are eligible for disaster assistance.

This information is vital in supporting requests for federal disaster assistance in the form of Individual Assistance (IA) or Small Business Administration (SBA) disaster assistance loans.

Joint Preliminary Damage Assessment

A Joint Preliminary Damage Assessment (JPDA) is sometimes requested after a review of the initial damage assessment information. If there is significant or widespread damage, a mission request for a JPDA can be entered into FDEM's WebEOC. Damage estimates must also be entered into the WebEOC damage assessment board. FDEM will work with the EMD to schedule and coordinate JPDAs with representatives from FEMA, the SBA, FDEM and the county. Together, the team will conduct a thorough assessment of the impacted area to determine the extent of the disaster, its impact on individuals and public facilities, and the types of federal assistance that may be needed. The team may also coordinate with municipal representatives for damage within their jurisdiction. This information is included in the Governor's request to show that the disaster is of such severity and magnitude that response is beyond state and local capabilities and supplemental federal assistance is necessary.

The JPDA Team will evaluate the following public facilities and services to determine if a Public Assistance Declaration will be authorized:

- Access points to the disaster area(s)
- Boundaries of the disaster area(s)
- Damage to parks, recreational sites and beaches
- Damage to private and public utilities (i.e. - water and wastewater systems, electric and phone services, natural gas delivery systems, etc.)
- Damage to public buildings and equipment
- Damage to roads, streets and bridges
- Damage to water control facilities (i.e. - drainage systems, dikes, levees).
- Disaster casualty information
- Major resource needs / shortfalls
- Resources needed to accomplish emergency debris removal to clear major roadways
- Shelter / mass care information
- Status of communications systems



CEMP – Annex 1

- Status of critical facilities
- Status of medical systems
- Status of transportation systems

A Presidential Disaster Declaration can cover several different categories of work depending on the magnitude of damage and what is requested/approved in the declaration. Not all programs are activated for every disaster. The determination of which programs are authorized is based on the types of assistance specified in the Governor's request and the needs identified during the JPDA. A federal declaration may include the following Public Assistance (PA) categories:

- A - Debris removal
- B - Emergency protective measures
- C – Roads and bridges
- D – Water control facilities
- E – Buildings and equipment
- F – Utilities
- G – Parks, recreational and other facilities

The cost of damage to the above-mentioned categories will be collected by the EOC and submitted to SJC Disaster Recovery Division for consolidation and aggregation for submission to the State and input into FloridaPA.org for project management as applicable.

If the Presidential Declaration includes a declaration for Individual Assistance (IA), following programs may be available, if they are deemed necessary:

- Transitional Sheltering Assistance (TSA)
- Individuals and Households Program (IHP)
- Crisis Counseling Program
- Disaster Case Management
- Disaster Unemployment Assistance
- Disaster Legal Services
- Disaster Supplemental Nutrition Assistance Program

Responsibilities

Several departments play a crucial role in the damage assessment process. Their responsibilities are outlined below:

St. Johns County Emergency Management

- Serves as the lead agency responsible for coordinating all damage assessments
- Provides damage assessment training
- Contacts Damage Assessment Team (DAT) leads to report to Staging Area for deployment



CEMP – Annex 1

- Collects and consolidates initial damage assessment reports from ESFs, department heads, municipalities, and validated reports from social media
- Transmits damage assessment information to the SEOC via WebEOC, or as instructed by FDEM
- Requests assistance if damage assessment is beyond county capabilities
- Coordinates with state, federal and other damage assessment teams
- Develops public/private damage assessment standard operating guidelines and checklists.

St. Johns County Code Enforcement

- Serves as the lead agency for conducting damage assessment of private property
- Ensures damage assessment teams are properly trained and equipped
- Coordinates damage assessment information received from private property and businesses
- Assigns damage assessment teams to impact areas
- Monitors threshold amounts for affected, minor, major and destroyed properties
- Provides residents with information regarding recovery assistance, informing residents of available services, location of the Disaster Recovery Center, distribution of informational brochures, etc.
- Obtains property assessment information for team members
- Assists the SJC Building Department in determining damage assessment values for private property
- Coordinates all damage assessment information to the EOC via Survey 123, paper forms and other modes as necessary.

St. Johns County Land Management/GIS

- Monitors the collection of data via the Survey 123 platform
- Creates and resets any necessary logins to ArcGIS/Survey 123
- Assists with any data that needs revision
- Maintains licenses for equipment users
- Shares collected data via maps, datasets and an ArcGIS dashboard.

St. Johns County Growth Management (Floodplain Management)

The SJC Floodplain Management staff play an integral role in damage assessments. They work together with Code Enforcement, the Building Official and Emergency Management to ensure damage assessment is completed accurately. Floodplain Management is responsible for the following:

- Coordinates with Code Enforcement to ensure teams are scheduled and assigned territories
- Ensures the field teams can successfully operate assigned equipment



CEMP – Annex 1

- Regularly communicates with the teams in the field
- Monitors assessments as they are uploaded/finished into Survey 123 to ensure consistency and accuracy
- Ensures the appropriate areas are being sufficiently canvased
- Looks for high water marks in pictures
- Prepares for any substantial damage assessment procedures that may need to be conducted based on Survey 123 results.

Individual Assistance

Disaster Recovery Centers

If St. Johns County receives a Federal Disaster Declaration for Individual Assistance (IA) the EMD will request the FDEM to participate in establishing a Disaster Recovery Center (DRC) through a WebEOC request. A DRC is a fixed or mobile provisional facility set up by FEMA that provides a central location near disaster impacted areas where federal, state, tribal, and non-government organizations have recovery information, assistance, and services to disaster survivors. This facility offers disaster survivors a place to register with FEMA and obtain information and assistance on disaster relief resources available from federal, state, tribal nations and non-governmental organizations.

This facility will be established in the area affected by the disaster where families, individuals and businesses can meet face-to-face with representatives from federal, state, county and volunteer agencies to:

- Discuss their disaster-related needs
- Obtain information about disaster assistance programs
- Register for assistance
- Update registration information
- Learn about measures for rebuilding that can eliminate or reduce the risk of future loss
- Learn how to complete the SBA loan application
- Request the status of their Applications for Assistance to Individuals and Households.

The DRC location will be determined depending on the disaster. It is anticipated that the Center will be located close to the impacted area. The ideal plan would be to have one fixed center open and provide a mobile registration center in the impacted areas to provide services. Several possible DRC locations have been identified by Emergency Management. The EMD is responsible for keeping the list of potential DRC locations updated. The primary center would be the SJC Wind Mitigation Building, which is centrally located in the county. Other locations have been identified and are listed below:



CEMP – Annex 1

DRC Location	Area of County
Hastings Library	Hastings
Solomon Calhoun Center	St. Augustine
Willie Galimore Recreation Facility	St. Augustine
Satellite Government Facilities	Countywide

Upon receiving an IA Declaration, SJC Emergency Management will put in a mission to the SEOC's WebEOC to set up a DRC. A DRC Coordinator will be appointed by the EMD. The DRC Coordinator will work closely with the ESFs to ensure the selected facilities or locations are capable of supporting DRC operations for extended periods and that they were not damaged by the event. The DRC Coordinator will work with FDEM and FEMA for site inspections and set-up.

The DRC Coordinator will ensure a Memoranda of Understanding, outlining building use, restrictions, janitorial and security responsibilities is completed for each facility selected for use.

The DRC Coordinator will work closely with ESF-2 (Communications), ESF 3 (Public Works), ESF-6 (Mass Care), ESF-7 (Resource Support) and ESF-16 (Law Enforcement) to ensure the DRC has the necessary utilities, supplies and materials to conduct operations. SJC Emergency Management can secure janitorial services and security services through the ESF-7, if necessary.

When the DRC is ready to open, county, state and federal PIOs will prepare a coordinated press release to advise people affected by the disaster of the location of DRCs, assistance available through the DRCs, hours of operation, and any documentation required to support their claims for assistance. The PIO will follow procedures established in ESF-14 Public Information SOP for the dissemination of information.

DRC Staffing

DRCs will be staffed with representatives from appropriate federal, state and county agencies, private relief organizations, and other organizations capable of providing disaster related information to individuals and businesses. Recovery Center staffing may include representatives from the organizations listed below. Additional agencies and staff may be located at the DRC as required.

- **FEMA/State Recovery Center Manager and Support Staff** – Responsible for the overall management of the DRC
- **Florida Dept. Of Commerce** – Provides assistance and information to disaster survivors about unemployment compensation and disaster unemployment assistance
- **U.S. Dept. of Agriculture and Florida Dept. Of Agriculture and Consumer Services** – Provides assistance and information to disaster survivors about low interest disaster loans that cover agricultural and farm losses



CEMP – Annex 1

- **U.S. Small Business Administration** – Provides assistance and information to disaster survivors about low interest disaster loans for homeowners and business owners
- **American Red Cross** – Provides assistance and information about resources available through the ARC
- **Salvation Army** – Provides assistance and information about assistance available through the Salvation Army
- **Crisis Counselors** – Provides professional counseling services to help relieve mental health problems caused or aggravated by the disaster event
- **Florida Office of Insurance Regulation** – Provides assistance and information about resolving insurance claims and problems
- **Florida Dept. of Children & Families** – Provides assistance and information on the availability of regular and emergency food stamps and individual/family grants
- **National Flood Insurance Program (NFIP)** – Assists in determining whether damaged properties are located within designated flood plains
- **Temporary Housing Staff (FEMA)** – Provides assistance and information about the availability of rental and mortgage assistance, and other housing programs
- **Internal Revenue Services (IRS)** – Provides assistance and information about how the disaster will affect their taxes
- **ElderSource**- Provides information on aging and disability resources in Northeast Florida.

DRC Supplies

A DRC will be supplied with, when possible:

- | | |
|---------------------|---------------------------|
| • County Maps | • Cleaning supplies |
| • Tables and chairs | • Office supplies |
| • “To Go” Kit | • Copier(s) |
| • Laptop computers | • Fax machine |
| • Telephones | • Internet / Wi-Fi access |
| • Paper products | |

Feeding Distribution Sites

The Salvation Army and the American Red Cross (ARC) serve as support agencies for ESF-6 Mass Care, ESF-11 Food and Water, and ESF-15 Volunteers and Donations. The ARC will coordinate with the Operations Officer for the placement of feeding and food distribution sites. The ARC will provide Emergency Management with copies of any Memoranda of Understanding (MOU) for any site utilized that does not appear in the county database as a pre-approved location.

ESF-11 will also coordinate provisions for feeding disaster survivors and emergency workers. They will work closely with their state and federal counterparts and other similar response organizations to establish fixed and mobile feeding kitchens and bulk distribution sites. Requests for bulk food and water will be processed through ESF-11 Food and Water to Emergency



CEMP – Annex 1

Management for submission to the State EOC via a WebEOC mission. ESF-11, in coordination with Emergency Management, will coordinate with its state and federal counterparts to locate and secure pre-packaged food, adequate supplies of water and purification units, and refrigerated trucks and boxcars for cold storage if required.

Housing

In the event the number of people forced from their residences exceeds the number of identified shelter spaces within SJC, ESF-6 Mass Care will coordinate the provision of additional emergency shelter for people affected by the disaster with the aid of state and federal ESFs.

Habitability Certification

Structures, buildings, and homes that have been severely damaged, and/or had power turned off in impacted areas, cannot have power restored until inspected by a certified electrician. A lack of electricity can impact the habitability of structures. The SJC Building Official will notify utility suppliers in the County when reinstatement of electrical service is authorized, which in the most extreme of cases could be weeks to months. All damaged buildings must be permitted for rebuilding or restoration and all new work must be compliant with current building codes.

If the cost to repair damages for a structure in the Special Flood Hazard Area is more than 50% of the market value of the building, the entire structure will be required to be brought up to current building codes. Condemnation of severely damaged buildings and structures will be issued as they become public safety hazards. These are the legal responsibilities of all jurisdictions within the county, and a requirement to remain in good standing with the National Flood Insurance Program.

Temporary Disaster Housing

The Director or Assistant Director of SJC Department of Health and Human Services (HHS) will serve as the coordinator for temporary disaster housing. The Director/Assistant Director, along with staff from the Divisions of Housing and Community Development and Social Services, will work to find the most suitable solutions for temporary disaster housing, whether it be identifying vacant property, allowing travel trailers on residential lots, utilizing hotel rooms, or one of the many other solutions identified in the SJC Disaster Housing Strategy¹. The County will rely heavily on state and federal assistance for temporary or emergency housing.

The SJC Disaster Housing Strategy provides more detailed information about the plans in place to temporarily house individuals displaced by a disaster. The Disaster Housing Strategy can be found in Appendix J.

¹ St. Johns County Disaster Housing Strategy is located in Appendix J.



CEMP – Annex 1

Unmet Needs Coordination

ESF-15- Volunteers and Donations is the primary support function for assisting with initial unmet needs. ESF-15 is led by the Salvation Army and ARC. SJC in coordination with ESF-15 and the VOAD/LTRO will utilize the following avenues to identify unmet needs within our community:

- Initial Damage Assessment
- Preliminary Damage Assessment (PDA)
- Community Relations
- Citizen Calls
- Reports from Emergency Personnel
- Media Reports
- DRC Reports
- Social Media
- VOAD/ LTRO Conference Calls
- FEMA Disaster Survivor Assistance (DSA) teams

When unmet needs are identified, ESF-15 will work to fill the request by using available inventory or donated goods. As the event transitions into recovery, more organizations become involved in helping fulfil unmet needs. Once the event has fully transitioned into recovery, the SJC VOAD/LTRO serves as the unmet needs committee for the County. The VOAD has a designated chair who will have the primary responsibility for connecting disaster survivors with organizations who can help meet any unmet needs. As time goes on, calls for needs will begin to transition from the EOC call center to other departments such as HHS. Individuals involved in fielding calls will forward information to the VOAD/LTRO chair to handle with involved organizations.

The VOAD includes members from the following organizations:

- | | |
|---------------------------------|------------------------|
| • Alpha Omega | • Homeless Coalition |
| • American Red Cross | • Home Again St. Johns |
| • Flagler Health + Care Connect | • Local Churches |
| • Catholic Charities | • Salvation Army |
| • Children Home Society | • Southern Baptist |
| • City of St. Augustine | • St. Johns County |
| • City of St. Augustine Beach | • United Way |
| • Council on Aging | • Volunteer Groups |
| • Haven Hospice | |

The VOAD/COAD and the support agencies will:

- Help to identify additional unmet needs in the community
- Reach out to community programs for assistance



CEMP – Annex 1

- Track requests
- Monitor media for information
- Coordinate with Community Relations
- Track individual family case management
- Follow-up with families/communities

Training for ESF-15 members and local community groups is scheduled through SJC Emergency Management, ARC, the Salvation Army, and other agencies. Training includes topics such as emergency home repair, light debris removal, donation management, processing centers, volunteer management, crisis counseling, and other needed assistance.

Community Relations and Response

The SJC EMD, or their designee, will act as the County Community Relations Coordinator. The St. Johns County VOAD and LTRO will be utilized to assist the Community Relations Coordinator.

The County Community Relations Coordinator and team will function as the liaison with the State Community Response Coordinator. The Community Relations Team, in conjunction with the DAT, will determine the most critically damaged or impacted areas for the FEMA/State Team to focus on. Municipalities, SJC Chamber of Commerce, and religious and civic organizations will be contacted to assist in assessing the community's needs. In addition, ESF-8 Health and Medical lead and support agencies such as Care Connect will be used to identify special medical needs or special concerns that need to be addressed. SJC has identified some potential areas of special concern, including the large boating community, Hastings, Flagler Estates, West Augustine, and the mobile home/RV parks in the County. During the recovery phase, special efforts will be made to reach impacted individuals who may need some assistance, as identified above. The Community Relations Team is assigned the following duties:

- Contact or liaise with the State Community Relations Coordinator in the SEOC or the JFO
- Maintain LTRO, VOAD, and Community Leader Contact list, which is available in the Emergency Management Office
- Recruiting local participants in the SJC area to be part of the FEMA/State/Local Community Relations Teams during a Presidential Declared Disaster in St. Johns County
- Collection and dissemination of information vital for disaster survivors to recover from the declared disaster. Flyers and applicant guides will be distributed to disaster survivors for them to register online at <https://www.disasterassistance.gov/> or by phone at 1-800-621-FEMA (3362) for Disaster Assistance
- Report any disaster survivors' unmet needs to the appropriate agency
- Provide the disaster survivor with an opportunity to tell their story to a responsive DRC staff or Community Relations Team member



CEMP – Annex 1

- Maintain ongoing communications with Community leaders, organizations, and local government officials regarding disaster issues and the disaster applicant process, including, but not limited to, the following:
 - Administrator | SJC
 - Mayor | City of St. Augustine
 - Mayor | City of St. Augustine Beach
 - Director | Northeast Florida Chapter | ARC
 - Director | FDOH, St. Johns
 - Chair | SJC BOCC
 - Captain | Salvation Army
 - President | Flagler Hospital
 - Local Churches
- Perform other roles and responsibilities, which are outlined in the Florida Community Response SOG.

Public Assistance

SJC Disaster Recovery Division will be the coordinating agency for Public Assistance activities. They will be responsible for coordinating all activities related to federal reimbursement to local government for their eligible costs incurred due to the event.

Each municipality, special district, or private non-profit is responsible for filing a separate application for public assistance with FEMA and will be required to file their own Request for Public Assistance (RPA) through the FEMA Grants Portal and the Florida Public Assistance (PA) system. The EMD will work closely with ESF-14 Public Information to notify all eligible municipalities, taxing districts, and private non-profits of the availability of federal public assistance funds. Notification may occur through written correspondence, telephone contact, notices in local newspapers, broadcasts on local radio and television stations, and social media. Potential eligible applicants will be notified of the date, time, and location of the scheduled Applicant Briefing. The State is responsible for conducting the Applicant Briefing.

Debris

Debris Disposal Procedures

ESF-3 is responsible for the overall coordination of debris removal efforts, including securing all required state and federal agency environmental permits. Emergency debris removal efforts will focus on clearing major transportation arteries to allow the movement of emergency vehicles, resources, and traffic. After the restoration of the major transportation arteries has been completed, debris will then be removed from collector roadways, residential/local roadways, and public areas. Contracts for debris management (hauling and monitoring) have been developed and executed by Procurement and Public Works.



CEMP – Annex 1

To minimize the impacts on remaining landfill capacities, alternate means of debris disposal will be utilized whenever possible. Vegetative debris will be burned or chipped. Burning will not be used when it creates a public health hazard. Suitable burn sites will be pre-identified by ESF-3.

The SJC Attorney has developed right-of-entry procedures for Private Property Debris Removal (PPDR). This procedure will only be enacted when it becomes necessary for public health and safety.

ESF-7, SJC Purchasing Department, is responsible for procuring emergency contracts. ESF-3, Public Works is responsible for overseeing and working with the debris monitor and removal contractors. More details on debris management can be found in Appendix H- Public Works Disaster Response and Recovery Guide.

Public Assistance Administrative Procedures

Applicant Briefing and Kick-off meeting

An applicant briefing will be scheduled to advise potential eligible applicants (municipalities, county government and private non-profit entities) of the availability and requirements of federal assistance. Each potential applicant will be asked to establish an account in FEMA Grants Portal and in Florida PA and submit a Request for Public Assistance (RPA) application. The RPA reports damages suffered by each potential applicant and are used by the Federal Coordinating Officer (FCO) and PAO to determine the number of damage survey and inspection teams to deploy to impacted areas. There will be a deadline by which potential eligible applicants must submit an RPA. If a potential applicant does not submit an RPA by the established closing date the agency will not be eligible to seek FEMA reimbursement.

Representatives (and any others deemed essential) from each of the following should participate in an Applicant Briefing:

- Anastasia Mosquito Control District
- City of St. Augustine
- City of St. Augustine Beach
- Council on Aging
- Flagler Estates Water & Road Authority
- St. Johns County
- St. Johns County School District

Once the County is in receipt of an approved applicant's RPA the EMD, or their designee, will schedule a Kick-off Meeting with FEMA. This meeting differs from the Applicant Briefing by describing the application process and gives a general overview of the PA Program. It is designed to provide a much more detailed review of the PA Program. Representatives from each of the following departments (and any others deemed essential) should participate in the Kick-Off Meeting and will be contacted by telephone or email of all meetings:

- SJC Administration
- SJC Emergency Management



CEMP – Annex 1

- SJC Fire / Rescue
- SJC Growth Management
- SJC Parks and Recreation
- SJC Personnel
- SJC Public Works
- SJC Sheriff's Office
- SJC Utilities
- SJC VOAD and private non-profits

The list of participants for the applicant briefings and kick-off meetings, along with their names and telephone numbers, will be kept on file with EM and will be updated as new potential applicants are identified.

A completed RPA will be transmitted to the FCO for each potential applicant. If the RPA is denied by the FCO, the FDEM PAO will notify the potential applicant in writing, explaining the specific reason(s) for denial and providing information on appeal procedures.

Potential applicants will also be requested to complete and return a "Designation of Subgrantee's Agent" form that designates the official authorized to sign the funding agreement and execute relevant public assistance documents. Before any public assistance funds are released, the State and each applicant must enter into a disaster relief funding agreement.

Project Worksheet Development

Each potential applicant must submit, within the designated application period, a "List of Projects" to be reviewed for public assistance. This list should identify, for each damage site and project; the disaster assistance category, site location, description of the damage and scope of work necessary to repair, replace or restore projects to pre-disaster conditions. Damage survey and inspection teams, comprised of county, state and federal engineers, planners and architects, will review each project and activity on the List of Projects.

The FDEM PAO will coordinate with each applicant to:

- Arrange the survey and inspection schedules
- Ensure participation by appropriate local officials
- Ensure necessary records and documentation are available.

The inspection team will prepare Project Worksheets (PW) for each project, identifying activity descriptions, scopes of work and cost estimates. PW information and preparation support is the responsibility of the applicant agency, with assistance from SJC Emergency Management, FDEM and FEMA. Each PW undergoes two levels of review before approval by the Federal Coordinating Officer (FCO). This approval must occur within 45 days of the date of first inspection. The first review, performed jointly by the state / federal damage survey and inspection team, is for concurrence on the PW. If state and federal inspectors concur, the PW goes to the FCO for approval. Any changes made to a PW during any stage of the review process will be returned to the applicant, who will then have an opportunity to review the change, concur or not concur, and attach any additional documentation or statements to support their position.



CEMP – Annex 1

SJC will electronically manage all PW and payments using the FEMA Grants Portal and Florida PA program. All PW's, Damage Survey Reports, contracts, back-up documentation and corresponding memos/letters will be submitted to SJC Disaster Recovery to be archived according to current approved retention policies.

If there is a disagreement on the PW, it is returned to the applicant for resolution of the discrepancy. The second review, conducted by FEMA staff, is done before final approval of the FCO. If the PW is approved, it is forwarded to the FCO for final approval. If there is a discrepancy, it is returned to the survey and inspection team for resolution of the discrepancy.

Insurance Coordination Procedures

Public Assistance reimbursement will not be provided for insured facilities or equipment. County and local government Risk Managers must ensure insurance documentation is readily available to efficiently determine what an allowable reimbursement project is and what is covered by insurance.

Financial Transactions

The FDEM PAO will administer all public assistance grants, agreements and contracts. FDEM Administrative staff will be responsible for providing technical assistance to eligible applicants and subgrantees and for maintaining and submitting all documents and paperwork necessary to obligate and disburse public assistance funds. This includes establishing a system for the processing of payments to subgrantees and establishing and maintaining accounting records for each payment drawdown by the State and each payment to the subgrantees.

It is vital during the PA process that each Project Worksheet be tracked accurately for payment. SJC Disaster Recovery will monitor all county Project Worksheet's and receive financial guidance from the SJC Office of Management and Budget and the Clerk of the Court on transactions, accurate accounting, managing each grant for reimbursement, maintaining all documentation and following county policies and procedures.

Appeals

The County, on behalf of a subgrantee, can petition the Governors Authorized Representative (GAR) to appeal any FEMA determination on, or denial of, federal public assistance. This appeal must be made in writing within 60 days from the date of notification of FEMA's determination. The subgrantee must provide sufficient information that permits the County to provide the GAR with the facts needed to assess the validity of the appeal. The FCO will review the appeal and conduct the necessary investigation to determine the validity of the appeal. The FCO will, within 90 days following receipt of the appeal, notify the GAR in writing of the disposition of the appeal or if additional information is required. If additional information is requested, the FCO shall have an additional 90 days, from receipt of the information, to review the information and notify the GAR of the disposition of the appeal. If the FCO denies an appeal, the subgrantee may submit a



CEMP – Annex 1

second appeal to the FEMA Assistant Administrator for Recovery. This appeal must be in writing and submitted through the GAR and FCO within 60 days after receipt of the denial of the first appeal. The FEMA Assistant Administrator for Recovery has 90 days in which to make a decision on appeal or request additional information. Second level appeal decisions are FEMA's final administrative decision and there is no further appeal process upon this determination.

Program Assistance and Management

The FDEM PAO will administer all public assistance grants, agreements and contracts. Administrative staff will be responsible for providing technical assistance to eligible applicants and subgrantees and maintaining and submitting all documents and paperwork necessary to obligate and disburse public assistance funds. This includes establishing a system for the processing of payments to subgrantees and to FEMA and establishing and maintaining accounting records for each payment drawn down by the State and each payment to subgrantees. PA will be organized using the FEMA PA Manual and forms from the State.

Final Inspections

When all PWs in a project application have been completed, a project summary must be submitted by the subgrantee to the PAO and GAR. State and federal inspectors will conduct a final inspection of the project to verify the project's completion. Final inspection documents will then be prepared and forwarded to the FCO for the preparation of project closing documents.

Staff Support

The SJC Disaster Recovery Division will be flexible and capable of expanding and contracting as required by the event. Typical staffing and related duties are:

- **Public Assistance Coordinator** – Coordinates the scheduling of damage survey inspection teams and assists in the review of completed PWs
- **Public Assistance Inspectors** – Review public damage as part of state damage survey inspection teams and provides technical assistance to eligible applicants in the preparation and review of PWs
- **Risk Manager / Insurance Coordinator** – Provides technical assistance to eligible applicants on NFIP and other insurance requirements coverage and types of policies) and reviews completed PWs for compliance with insurance requirements
- **Risk Manager** – Provides technical assistance to eligible applicants on insurance coverage policies and property ownership
- **Administrative Staff** – Process payments to eligible applicants, manage sub-grants with eligible applicants and maintain accurate accounting of all financial transactions
- **Support Staff** – Prepare routine correspondence and applications, maintain files and perform necessary clerical work
- **Legal Staff** – Review public assistance policies and procedures for compliance with applicable local, state and federal requirements and regulations



CEMP – Annex 1

- **Employment of Temporary Staff** – In the event of a catastrophic event, the existing staff of the County and municipal government(s) may be insufficient to staff the Disaster Recovery Division. The EMD, through coordination with County Administration, may contact the following sources for additional temporary staff:
 - Professional engineering associations – for temporary public assistance inspectors.
 - Florida Chapter, American Planning Association – for temporary public assistance inspectors.
 - State agencies – for temporary public assistance inspectors, administrative and other support staff.

ST. JOHNS COUNTY
COMPREHENSIVE EMERGENCY
MANAGEMENT PLAN

2025

Annex II
Mitigation





CEMP – Mitigation Annex

Table of Contents

Introduction	3
Local Mitigation Strategy (LMS).....	3
LMS Working Group.....	3
Post-Disaster Operations	4
Substantial Damage Determinations	4



CEMP – Mitigation Annex

Introduction

Hazard mitigation is any action taken to permanently reduce or eliminate long-term risk to people and their property from the effects of hazards. Some examples of hazard mitigation include land use planning techniques that limit infrastructure in high-hazard areas and programs for retrofitting existing structures to meet new building codes and standards. Ideally, a community can minimize the effects of future hazards through a mix of code enforcement, planning, and responsible development. Every community is exposed to some level of risk from hazards such as hurricanes, tornadoes, floods, hazardous material spills, fires, and severe weather.

Local Mitigation Strategy (LMS)

Hazards cannot be eliminated, but it is possible to determine the potential hazards, the areas which are most vulnerable, and identify local activities that can be taken to reduce the severity of the hazard. St. Johns County has developed a Local Mitigation Strategy (LMS) with the purpose of developing and executing an ongoing strategy for reducing the community's vulnerability to identified natural, technological, and human-caused hazards. The strategy provides a rational, managed basis for considering and prioritizing hazard-specific mitigation options and for developing and executing sound, cost-effective mitigation projects. The LMS also provides a basis for justifying the solicitation and use of local, state, federal, and other funding to support hazard mitigation projects and initiatives. St. Johns County's current LMS expires on June 1, 2025. As such, St. Johns County has been going through the LMS revision and approval process. The draft LMS has received Approval Pending Adoption from the Florida Division of Emergency Management (FDEM) and is currently going to the adoption process. The most recent version of the LMS has been included as Appendix E. It is also available on the website <https://www.sicfl.us/local-mitigation-strategy-plan/>.

LMS Working Group

The LMS Working Group is a team of individuals representing various city and county departments, community organizations, and interested members of the public who work together to reduce future impacts from disasters.

The LMS Working Group has quarterly meetings hosted by the LMS Working Group Chair. The LMS Chair is elected by the LMS Working Group and is responsible for coordinating mitigation activities with the St. Johns County LMS Working Group. This position is traditionally held by a member of the Emergency Management Department. The current chair of the LMS Working Group is the Emergency Management Coordinator. The chair is also responsible for the following:

- Submitting annual updates to FDEM
- Updating the plan every 5 years and after any major disaster



CEMP – Mitigation Annex

- Maintaining the prioritized project list
- Maintaining the Working Group roster
- Scheduling, advertising and conducting meetings
- Sharing new and relevant information, especially regarding training and funding opportunities
- Assisting with documents necessary for the submission of grant applications
- Coordinating the prioritization of projects
- Coordinating with all organizations performing mitigation activities within St. Johns County.

The LMS plan, which is included as an appendix to the CEMP, lists the current members of the LMS Working Group and discusses the roles and responsibilities of members.

Post-Disaster Operations

St. Johns County Emergency Management will serve as the coordinating organization for all post-disaster mitigation and recovery activities. As a result of this active role in the recovery process, Emergency Management is well poised to identify opportunities for future mitigation projects such as elevation or acquisition of flood-prone structures, drainage improvement projects, and infrastructure enhancement projects. Emergency Management works closely with the damage assessment teams in the field and the building inspectors for St. Johns County and the municipalities to identify potential mitigation opportunities.

The Emergency Management Director or their designee also serves as the point of contact for providing information to residents of the county describing how they can minimize damage from future disasters. This is accomplished through brochures, mitigation information on the Emergency Management website, community awareness programs, social media, and videos on GTV. Mitigation information is also distributed via any Disaster Recovery Centers set up to serve those affected by the disaster.

Substantial Damage Determinations

St. Johns County Emergency Management, in conjunction with County and Municipal Floodplain Managers, will work with the Damage Assessment Teams to identify structures damaged within the Special Flood Hazard Areas (SFHA). Building Officials or the Floodplain Manager will then complete a secondary assessment of these structures to determine if they have sustained substantial damage as defined by the National Flood Insurance Program (NFIP).

A structure that has been determined to be substantially damaged is any structure in the SFHA that will cost more than 50% of the value of the structure to repair. When a structure has been deemed substantially damaged, it must be brought up to current building codes, which often requires elevating above the Base Flood Elevation. Homes can be elevated, demolished, and



CEMP – Mitigation Annex

returned to open space or demolished and rebuilt to current codes. Structures can be deemed substantially damaged from any cause- fire, flood, wind, etc. When a structure is insured by the NFIP and substantially damaged from a flood, an extra insurance payout for the increased cost of compliance can help owners bring the building back up to code.

If the magnitude of a disaster is so great that the number of substantial damage determinations exceeds the capacity of any of the building departments or floodplain management offices, St. Johns County Emergency Management can submit a request through WebEOC for mutual aid assistance. Expenses related to these activities are reimbursable through FEMA in a presidentially declared disaster.

ST. JOHNS COUNTY
COMPREHENSIVE EMERGENCY
MANAGEMENT PLAN

2025

NIMS | ESF Emergency Support Functions

ESF Matrix





LEGEND – ESF MATRIX

Recovery Phase

- I = Immediate: This phase focuses on priority areas for the first seven days after the disaster.
- Int = Intermediate: This phase may last weeks or months depending on the magnitude of the disaster and expanse of damage.
- LR = Long Range: This phase will cover long term recovery and redevelopment. It may last months or years.

Emergency Services Section

- ESF 04 - Fire Fighting
- ESF 09 - Search and Rescue
- ESF 10 - Hazardous Materials and Environmental Protection
- ESF 13 - Military Support
- ESF 16 - Law Enforcement

Planning Section

- ESF 05 - Information & Planning

Infrastructure Support

- ESF 01 - Transportation
- ESF 02 - Information Technology
- ESF 03 - Public Works / Engineering / Utilities
- ESF 12 - Energy

Human Services Section

- ESF 06 - Mass Care
- ESF 08 - Health and Medical Services
- ESF 11 - Food and Water
- ESF 15 - Volunteers and Donations
- ESF 17 - Animal and Agricultural Issues
- ESF 18 - Business and Industry

Finance / Administration

- ESF 07 - Resource Support

Public Information

- ESF 14 - Public Information

CEMP – ESF Matrix



St. Johns County Emergency Management EMERGENCY SUPPORT FUNCTION MATRIX

P = Primary | S = Support | LMWG = Local Mitigation Working Group

Agency / Organization	ESF #	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	Recovery	LMWG
Amateur Radio (ARES)		P				S										S				I-Int	
American Red Cross						S					S					S				I-Int-LR	
Anastasia Mosquito Control								S		S								S		I-Int-LR	
Beaches Energy												S								I-Int-LR	S
Catholic Charities							S									S				I-Int-LR	
City of St. Augustine			S				S				S		S		S	S				I-Int-LR	S
City of St. Augustine Beach			S				S		S			S		S	S	S	S			I-Int-LR	S
City of St. Augustine Beach PD		S															S			I-Int-LR	
City of St. Augustine Fire Dept.		S		S					S	S										I-Int-LR	S
City of St. Augustine Police Dept.		S															S			I-Int-LR	S
Civic Organizations																S				I-Int-LR	
Civil Air Patrol									S							S				I-Int-LR	
Florida Department of Health - St. Johns						S		P		S	S				S					I-Int-LR	S
Florida Highway Patrol																	S				
Florida Dept. of Law Enforcement																	S			I-Int-LR	
Florida Dept. of Transportation		S																		I-Int-LR	
Florida Forest Service				S																Int-LR	S
Florida National Guard									S					S			S			I-Int-LR	
Florida Power and Light												P								I-Int-LR	
GTV															S					I-Int-LR	
H.A.W.K.E.																		S		I	
Home Health Agencies						S		S												I-Int-LR	
Jacksonville Electric Authority												P								I-Int-LR	
Local Telephone Companies		S																		I-Int-LR	
Medical Supply Companies						S		S												I-Int-LR	
Private Business																		S		I-Int-LR	S
Salvation Army						S					S					S				I-Int-LR	
SJC Administration															P					I-Int-LR	S
SJC Animal Care and Control																		P		I-Int-LR	
SJC Agricultural Extension Office																		S		Int-LR	S
SJC Board of County Commissioners															S					I-Int-LR	S
SJC Cattlemen's Association																		S		I-Int-LR	
SJC Chamber of Commerce																			S	Int-LR	S
SJC Council on Aging		S						S												I-Int-LR	
SJC Clerk of the Court							S													I-Int-LR	
SJC Code Enforcement					S															I-Int-LR	S
SJC Economic Council																			S	Int-LR	
SJC Emergency Management		P			P			S	S		S	S	P	S	P		S	P		I-Int-LR	P
SJC Environmental Division										P										I-Int-LR	
SJC Facilities Maintenance			S									S								I-Int-LR	S
SJC Fire / Rescue		S	P		S		S	P	P					S				S		I-Int-LR	S
SJC Geographic Information Systems					S															I-INT-LR	
SJC Growth Management					S															I-Int-LR	S
SJC Health and Human Services						S		S								S				Int-LR	
SJC Horse Council																		S		I-Int	
SJC Housing and Community Services						S														I-Int	
SJC Information Systems					S															I-Int	
SJC Marine Rescue				S		S		S	S											I-Int	
SJC Medical Examiner				S				S												I-Int	



CEMP – ESF Matrix

Agency / Organization	ESF #	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	Recovery	LMWG
SJC Parks and Recreation												P								I-Int-LR	
SJC Public Library															S					I-Int-LR	
SJC Public Works	S		P								S		S							I-Int-LR	S
SJC Purchasing								P												I-Int-LR	
SJC School District	P					P		S			S									I-Int-LR	S
SJC Sheriff's Office	S	S		S			S	S	S	S					S		P	S		I-Int-LR	S
SJC Tourist Development Council																			S	Int-LR	
SJC Utilities			S																	I-Int-LR	S
SJC Veterinary Society																		S		Int-LR	
SJC VOAD																P				I-Int-LR	
St. Augustine Humane Society																		S		Int-LR	
State Agencies	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	Int-LR	S
UF Health St. Johns				S		S		S												I-Int-LR	S
United Way																P				I-Int-LR	
VA Medical Center								S												Int-LR	
Volunteer Groups						S										S		S		I-Int-LR	

ST. JOHNS COUNTY
COMPREHENSIVE EMERGENCY
MANAGEMENT PLAN

2025

NIMS | ESF Emergency Support Functions

Emergency Services



CEMP – Emergency Services



Emergency Services Section *Emergency Support Functions 4, 9, 10, 13, 16*

I. General

- A. Coordinating Agencies:** St. Johns County Fire Rescue
St. Johns County Sheriff's Office
- Unified Command:** St. Johns County Fire Chief
St. Johns County Sheriff
- B. Primary Agencies:** ESF 4 - St. Johns County Fire Rescue
ESF 9 - St. Johns County Fire Rescue
ESF 10 - St. Johns County Fire Rescue and St. Johns County Environmental Division
ESF 13 - St. Johns County Department of Emergency Management
ESF 16 - St. Johns County Sheriff's Office
- C. Support Agencies:** Civil Air Patrol
Flagler Hospital
Florida National Guard
Florida Department of Law Enforcement
Florida Forest Service
St. Augustine Fire Department
St. Augustine Police Department
St. Augustine Beach Police Department
St. Johns County Public Works
St. Johns County Marine Rescue
St. Johns County Medical Examiner
St. Johns County Solid Waste
St. Johns County Health Department

II. Organization

The Emergency Services Section includes the following Emergency Support Functions (ESFs), and assigns coordinating responsibilities to the following Primary Agencies:



CEMP – Emergency Services

ESF

Primary Agency

ESF 04 - Firefighting	St. Johns County Fire Rescue
ESF 09 - Search / Rescue	St. Johns County Fire Rescue
ESF 10 – HazMat / Environmental	St. Johns County Fire Rescue
	St. Johns County Environmental Div.
ESF 13 - Military Support	St. Johns County Emergency Mgmt.
ESF 16 - Law Enforcement	St. Johns County Sheriff's Office

III. Introduction

A. Purpose

The Emergency Services Section coordinates emergency response actions and resources to support the needs of local government and other emergency support agencies requiring firefighting, emergency medical, law enforcement, search and rescue, hazardous materials and military support services in response to an actual or potential incident.

B. Scope

The scope of this section applies to natural, human caused or technological disasters or emergencies whenever local emergency response is required in either a declared or undeclared emergency. The scope includes, but is not limited to performing the necessary actions to:

1. Detect and suppress urban, rural and wildland fires resulting from, or occurring coincidentally with, a significant disaster condition or event.
2. Provide emergency medical treatment to the injured, medically compromised, and to the physically entrapped.
3. Conduct urban and non-urban search and rescue in response to an actual or potential disaster condition, including locating missing persons from boats lost in waterways, downed aircraft, extrication and treatment of victims at the time of their rescue.
4. Respond to all incidents involving the intentional, unintentional or potential release of hazardous substances in accordance with Federal, State, and local

CEMP – Emergency Services



laws, policies, plans, and procedures; delegating to the Florida Department of Environmental Protection the power and duty to control, prohibit and respond to pollution of the air, surface water and lands, and protect the public health, safety and welfare from the effects of releases of hazardous substances.

5. Provide resources and support to protect citizens' security and safety, and / or coordinate deployment of state and local law enforcement support resources.
6. Perform Rapid Impact Assessment to provide immediate field intelligence regarding area of impact, extent of damage and need for emergency response actions and resources.

C. Policies

1. St. Johns County Fire Rescue will coordinate and augment local agencies with their firefighting and emergency medical responsibilities and efforts.
2. St. Johns County Sheriff's Office (SJSO) will coordinate and augment local agencies with their law enforcement responsibilities and efforts.
3. ESF-4 will interface with ESF-8 as to medical assistance and transportation of victims beyond initial collection points.
4. Rapid Impact Assessment will be carried out under the direction and according to the policies of St. Johns County Fire Rescue.
5. St. Johns County is a signatory to the Statewide Mutual Aid Agreement and may request assistance through this agreement.
6. All functional agencies will maintain properly trained and certified emergency response personnel regardless of pay or volunteer status.
7. Each primary and support agency representative will prepare an inventory of personnel, equipment and vehicles and have it on file in their departments by the first of May annually.



D. Planning Assumptions

1. A significant natural disaster, emergency condition or other major incident will be of such severity and magnitude as to require all local resources and state resources, including the Florida National Guard, Florida Forest Service and / or Florida Department of Law Enforcement to supplement local fire, EMS, law enforcement and security efforts to save lives and protect property.
2. Response requirements of the disaster or emergency incident will cause an immediate and continuous demand for these resources, which will eventually exceed the capabilities of the affected local agency to respond.
3. A major disaster will have an immediate impact on the local emergency response community. Most likely incidents include transportation and / or hazardous material accidents due to rail, air, water and roadway transportation; and weather-related incidents such as storm surge and / or flooding due to hurricane activity, or a tornado. Such incidents would potentially involve large numbers of victims with identification issues, death notices, mass medical and morgue requirements, and post-incident mental health counseling. Local emergency facilities could be overwhelmed, and field hospital or medical treatment facilities might be required on short notice.
4. Initial response will be the responsibility of local agencies. Once local resources have been expended, agencies may request assistance through existing mutual aid agreements, such as the Florida Sheriff's Association, Florida Department of Law Enforcement, Florida Fire Chief's Association, or by utilizing the Statewide Mutual Aid Agreement, to which St. Johns County is a signatory.
5. Fire, emergency medical, and law enforcement resources may be sought by the affected local emergency response agency in addition to other requested assistance. When the Governor declares a state of emergency for St. Johns County, assistance may be obtained from any city or county emergency response agency throughout the state, pursuant to Florida Statute 23.1225 (5(a)) and / or the Statewide Mutual Aid Agreement.



CEMP – Emergency Services

6. Coordination and direction of local efforts, including volunteers, will be required.
7. Damaged areas may initially be inaccessible except, in some cases, by air, and prevent immediate response.
8. Secondary events or disasters will threaten the lives of emergency responders as well as civilians.

IV. Concept of Operations

A. General

1. The National Incident Management System will be the organizing structure for disaster operations, with the Unified Command (County Fire Rescue Chief or designee, and St. Johns County Sheriff or designee).
2. The Primary Agency for each ESF will coordinate the provisions of supporting agencies' emergency response resources, including personnel and equipment.
3. Each Primary Agency will assign a representative capable of committing and coordinating their agency's resources, to the Emergency Services Section at the EOC.
4. The Unified Command for ESF-4, ESF-9, ESF-10 and ESF-16 will coordinate with the EMD and EOC Operations Coordinator or designee, and will be the point of contact for coordination with the other NIMS Functional Sections, Planning, Operations, Finance/Administration, and Logistics.
5. Each ESF within the Emergency Services Section will coordinate with other agencies through the Unified Command.
6. Unified Command will plan, coordinate and mobilize all resources of support agencies through the Emergency Operations Center.

CEMP – Emergency Services



7. St. Johns County Fire Rescue Communications and Law Enforcement Communications will coordinate communications with other support and mutual aid agencies.

B. Notification

1. **Advance Warning** – In the case of hurricanes, ample time should be available for response agencies to restructure in anticipation of the occurrence. Resources may be reallocated and pre-positioned into task forces. Resources should be in storm-protected facilities during the height of the storm and ready to respond as soon as conditions allow.
2. **No-Notice Event** – The on-duty chief for SJFR will notify the Fire Chief or their designee. The Fire Chief may elect to restructure their staff to meet the response needs, or, depending upon available information regarding the severity and magnitude of impact, notify the EMD or their designee.

Action: Upon direction by the EMD, St. Johns County Fire Rescue Communications Center will initiate immediate notification of appropriate agency personnel under prescribed communication protocols.

3. Upon incident notification by the State Watch Office (SWO) of a potential or actual event requiring response, the EMD will request Fire Rescue Communication Center personnel to notify designated Primary Agencies by Communications Center protocols.
4. Upon notification by the St. Johns County Fire Rescue Communications Center, Primary Agency and / or Support Agency representatives will report to the EOC or other designated location.
5. Pre-incident and ongoing activities will be monitored by each Primary Agency and coordinated with the St. Johns County EOC and other local and State agencies, as appropriate.

V. NIMS Functions

Referenced ESFs will follow this management plan.



CEMP – Emergency Services

Fire / Rescue

Emergency Support Function 4 (ESF-4)

I. General

Primary Agency:	St. Johns County Fire Rescue
Support Agencies:	UF Hospital St. Johns Florida Forest Service St. Augustine Fire Department St. Johns County Marine Rescue St. Johns County Medical Examiner St. Johns County Sheriff's Office

II. Introduction

A. EOC Staffing

ESF-4 will ensure adequate staffing in the EOC to coordinate all requirements for Firefighting activities and identification of any additional resources.

B. Fire Protection

Within the scope of this appendix, fire protection refers to the resources required and activities undertaken to suppress fires, either before or after a fire becomes a major disaster, and to the rescue operations that may be required. Fire suppression activities include fires, which may result from natural, manmade or technological disasters, and fires, which have or threaten to become disasters within themselves.

C. Purpose

The purpose of this appendix is to outline those resources that are available for fire protection in St. Johns County and the means utilized to alert and dispatch those resources, and also to define certain situations requiring fire protection resources for events other than major fires and to outline those resources that are available for emergency medical response.



CEMP – Emergency Services

1. Suppress structural fires that may result from natural, manmade or technological disasters.
2. Respond to emergency calls as dispatched including auto accidents, power lines down, mechanical fire alarms, etc.
3. Detect and suppress wildland fires resulting from or occurring as the disaster.
4. Provide emergency medical treatment, extrication and transportation to those injured and in need of assistance.
5. Provide medical and health related support to state and local entities involved in delivering emergency response and recovery efforts for natural, manmade or technological disasters.
6. Support public shelters with medical assistance beyond the capabilities of the shelter staff.
7. Support other emergency responders, relief workers and volunteers who are injured or ill as a result of the disaster.
8. Perform Rapid Impact Assessment to provide immediate field intelligence regarding area of impact, extent of damage and need for emergency response actions and resources.

III. Concept of Operations

- A. St. Johns County Fire Rescue provides fire protection and emergency medical services to the unincorporated areas of St. Johns County and St. Augustine Beach. The St. Augustine Fire Department provides fire protection services to all of the City of St. Augustine. Each fire station is assigned a specific geographical area of responsibility, which is based, insofar as possible, on equal territory, access road availability, and structure type and quantity and department capabilities.
- B. Personnel of the St. Johns County Fire Rescue Communications Center dispatches fire protection resources. The primary means of dispatch is by tone activated receivers in the fire stations via an 800 MHz radio system. Off duty personnel are called in using the ReadyOp System which uses both phone calls or text messaging.



CEMP – Emergency Services

AlertStJohns will be utilized as a backup system for communicating with, notifying personnel of an emergency.

IV. Inventory of Firefighting Resources

St. Johns County Fire Rescue maintains an inventory of vehicles and equipment that is available for Firefighting and EMS activities and the list is kept current as changes occur. The Fire Chief or designee will update the inventory list annually, during the month of May.

V. Rescue Operation

Rescue, within the scope of this appendix, generally means, but is not specifically limited to, the removal of persons from burning structures, automobiles, woods, aircraft, etc. Rescue tools, air bags, other power and non-power hand tools are available for use within St. Johns County.

VI. Resources Available from State

Florida Forest Service Field Stations are located in DuPont Center and Bakersville and close contact is maintained with that agency. The Forest Service is responsible, under Florida State Statute 590.01 for woodlands fire protection and is the agency for issuance of burn permits within the County.

VII. State Firefighting Support

Coordination with the Florida Fire Chiefs Association will be maintained by the County Fire Liaison in order to obtain state Firefighting support. The Fire Chief's Association maintains a pre-incident equipment inventory list identifying mutual aid resources by type and agency.

VIII. Mutual Aid

- A. St. Johns County Fire Rescue is a professional fire rescue organization with full time firefighting staff. When a need arises, the SJC Fire Rescue Communications Center tones the Fire Stations utilizing 800 MHz radios.
- B. St. Johns County Fire Rescue has Automatic Mutual Aid Agreements with Jacksonville Fire Department, Jacksonville Beach Fire Department, St. Augustine



CEMP – Emergency Services

Fire Department, Clay County Fire Department, Flagler County Fire Department and Putnam County Fire Department. Additional resources can be obtained through the Statewide Mutual Aid Agreement, which St. Johns County and its municipalities are signatories to, after all local and regional inter-service agreement support has been expended.



CEMP – Emergency Services

Search and Rescue

Emergency Support Function 9 (ESF-9)

I. General

Primary Agency:	St. Johns County Fire Rescue
Support Agencies:	Anastasia Mosquito Control District Civil Air Patrol Florida Fish and Wildlife Florida Forest Service Florida National Guard Northeast Florida Regional Airport St. Augustine Beach Police Department St. Augustine Fire Department St. Augustine Police Department St. Johns County Marine Rescue St. Johns County Emergency Management St. Johns County Public Works St. Johns County Sheriff's Office St. Johns County Utility Department

II. Introduction

Search and Rescue (SAR), or Urban Search and Rescue (USAR), operations include but are not limited to: incidents that involve locating missing persons, locating boats/boaters in the near shore waters, Intracoastal Waterway or on rivers, downed aircraft, extrication from collapsed or compromised structures or any other operations involving life-saving activities during and after disaster events.

III. Direction and Control of Operations

- A. St. Johns County Fire Rescue is the primary agency in coordinated search and rescue operations under ESF-9. It will also plan, coordinate and mobilize other resources as required.
- B. St. Johns County Emergency Management provides assistance in coordinating response with local, State, Federal, and non-governmental agencies.



CEMP – Emergency Services

- C. Command will be established according to the Incident Command System (ICS) concept. The Incident Command Post will provide functional organization for on-scene management of facilities, equipment, procedures and communications.
- D. St. Johns County Fire Rescue will perform rescue to include persons trapped in buildings or stranded in disaster areas and will be the lead agency when hydraulic rescue tools are needed.
- E. St. Johns County Sheriff's Office will coordinate dive rescue/recovery operations as well as searches for missing persons.

IV. Concept of Operations

St. Johns County Fire Rescue and other county department supervisors will insure the commitment of required resources (equipment and / or personnel) for any search and rescue operations.

V. Tasks

- A. City Government – Will provide aid and assistance in all Search and Rescue operations through Fire Departments and Law Enforcement Agencies.
- B. County Government – Primary in all Search and Rescue operations. The lead agency for overall coordination and operations will be St. Johns County Fire Rescue. County Departments will render any assistance requested.
- C. State Government – Will provide aid and assistance in Search and Rescue operations through requests sent from the County to the State EOC via WebEOC.
 - 1. Act on St. Johns County's request for multi-county coordinated Search and Rescue operations.
 - 2. Act on St. Johns County's request for state and federal assistance.
 - 3. Provide technical assistance beyond the capability of the County.
 - 4. Coordinate the use of any State agency resources, communications equipment, vehicles or equipment in any SAR activities in St. Johns County.
 - 5. Deploy the Florida National Guard or Florida State Guard upon request from St. Johns County and with the Governors authorization.



CEMP – Emergency Services

- D. Federal Government – May provide U.S. Coast Guard SAR or military assistance as requested by a St. Johns County's request for assistance through the SWO or a WebEOC request.

VI. Functions and Responsibilities

A. St. Johns County Fire Rescue

- Overall coordination
- Communications
- Establish ICP (Incident Command Post)
- All search and rescue activities
- Organizing spontaneous volunteers
- Scheduling of relief resources
- Reporting observations, needs, status, and progress to authorities
- Requesting assistance through proper channels
- Deployment of resources
- Locate the trapped, endangered, injured or deceased
- Gain access to trapped, endangered or injured
- Treat injured persons
- Perform initial triage
- Move endangered people to safety
- Transportation of people requiring further medical attention
- Clearly mark the premises where searched
- Staffing ESF-9 Search and Rescue function at the County EOC

B. St. Johns County Sheriff's Office

- Communications and mobile communications center (UCC)
- Traffic and crowd control
- Scene / site security
- Requesting additional LE assistance
- Assist with search activities

C. St. Johns County Emergency Management

- Assist in establishing ICP
- Communications support



CEMP – Emergency Services

- Assist in providing food, lodging, materials and supplies to Search and Rescue personnel
- Provide for transport of non-injured endangered persons
- Request assistance
- Coordinating mutual aid for Search and Rescue efforts

VII. Resource Support

- A. St. Johns County Fire Rescue provides Advance Life Support (ALS) Emergency Medical Services to the County. In addition to the rescue units, fire apparatus are requested to respond when additional resources are needed. UF Health and Baptist Hospitals provide ALS Helicopter response to Northeast Florida including St. Johns County.
- B. All County fire rescue stations will provide resources to assist with SAR and provide first responder aid as assigned.
- C. Other resources available are as follows:

Other Resources	
Location	Type of Equipment
SJC Emergency Management	Utility Vehicles, Generators, Satellite Phones
SJC Marine Rescue	Utility Vehicles, 4WD, marine assets
SJC Sheriff's Office	Utility Vehicles, 4WD, All Terrain Vehicles, K-9 Support, Helicopter, tactical assets, Mobile Command Post (UCC), marine assets, (1) 2.5-ton high-water truck, (2) shallow water boats
SJC Utilities	(1) Rubber tire Backhoe with operator
SJC Public Works	(6) 2 person Cut & toss crews, (6) chainsaws, (6) backhoes
Florida Forest Service	(3) 2 person Cut & toss crews, (6) chainsaws, 4 bulldozers and operators, high water vehicles



CEMP – Emergency Services

VIII. Communications

Communications between the Emergency Operations Center (EOC) and the Search and Rescue (SAR) operations team will be maintained by St. Johns County Fire Rescue Communications Center in accordance with the Communications Plan.

IX. Identification of Transport and Medical Facilities for the Injured

The following resources will be used to transport the injured to medical facilities:

St. Johns County has ALS transport units staffed 24 hours a day, 7 days a week. SJC Fire Rescue does maintain spare units that can be put into service in an emergency or be used if another unit breaks down. Disaster survivors in serious or critical condition can be transported outside the area by helicopters.

Seriously ill or injured victims in a disaster will be transported immediately to one of the following hospitals, depending on location: UF Health St. Johns Hospital, Baptist South, Ascension St. Vincents, one of the stand-alone Emergency Rooms or even to one of the hospitals in Jacksonville.

X. Accountability of Search and Rescue Personnel

Responsibility for the accountability of all Search and Rescue (SAR) assigned personnel on each operation is assigned to the Team Leader. Upon completion of the mission and / or the release or re-assignment of the team, the SAR Team Leader will submit a report accounting for all personnel via radio or telephone to ESF-9 at the EOC.

XI. Mutual Aid Agreements

Existing Mutual Aid Agreements may be activated during SAR operations as needed. Inter-service local agreements will be used before assistance is requested from the State EOC using the Statewide Mutual Aid Agreement.



CEMP – Emergency Services

Hazardous Materials and Environmental Protection

Emergency Support Function 10 (ESF-10)

I. General

Primary Agency:

St. Johns County Fire Rescue
St. Johns County Environmental Division

Support Agencies:

Anastasia Mosquito Control District
Florida Department of Environmental Protection
Florida Department of Health – St. Johns
St. Augustine Fire Department
St. Johns County Sheriff's Office
St. Johns County Solid Waste
St. Johns County Public Works

II. Introduction

A. Purpose

To provide a support plan in response to an actual or potential discharge and / or release of hazardous materials (HazMat) resulting from a natural, human caused, or technological disaster.

B. Activation

As a member of the County Emergency Response Team, ESF-10 may be activated under one of the following conditions:

1. In response to any hazardous material incident or chemical spill that exceeds the scope of a "normal response" as deemed by the lead agency on scene.
2. In response to those natural or other catastrophic disasters.
3. In anticipation of a natural or other disaster that is expected to result in a local declaration.



CEMP – Emergency Services

C. Scope

1. ESF-10 provides for a coordinated, effective and efficient response to discharges and releases of hazardous materials by putting resources into action in the impacted area.
2. This ESF establishes the lead coordination roles and determines the division and specific responsibilities among county agencies that are brought in for response actions. This plan is applicable to all county and municipal departments with responsibilities and assets to support the local response to potential discharges and actual releases of hazardous materials.
3. Response to oil discharges and hazardous substances will be in accordance with the NCP and is authorized pursuant to SS. 403.121, 403.161, 403.726, 403.7264, 403.855, 403.856, 376.011, 376.302, 376.304, 376.305, 376.307, 376.3071 and 376.319, Florida Statutes, delegating the DEP the power and duty to control, prohibit and respond to pollution of the air, surface water and lands of the state, and protect the public health safety and welfare from the effects of releases of hazardous substances.

III. Regional Response Team Concept

- A. Response Team** – If the internal capabilities within the County are insufficient to adequately respond to and recover from a HazMat incident, and when inter-local mutual aid agreements are inadequate for proper response to the incident, assistance may be requested by St. Johns County Fire Rescue from the Regional Response Teams (RRTs):

- Duval Hazmat Team
- Clay Hazmat Team
- Alachua Hazmat Team

Additionally, assistance may be requested from the Regional Response Team made up of regional representatives of Federal and State agencies and co-chaired by EPA and the USCG. The RRT serves as a planning and preparedness body before a response, identifying these respective agency response resources and providing coordination and advice to the OSC during response actions. The 44th Civilian Support Team based out of Camp Blanding is an additional resource that may be requested.



CEMP – Emergency Services

- B. Training and Preparedness** – RRT participates in preparedness activities under the State ESF-10 and is expected to be closely involved in response activities.
- C. Coordination and Responsibilities** – At the state level, activities under ESF-10 provide a bridge between the State On Scene Coordinator (OSC) directed response of the RRT and the overall disaster response activities. The OSCs will carry out their responsibilities under the National Contingency Plan (NCP) and Area Contingency Plan (ACP) to coordinate, integrate and manage the State effort to direct, identify, contain, clean up, dispose of or minimize releases of oil, gases, or other hazardous substances; or prevent, mitigate or minimize the threat of potential releases. These efforts will be coordinated under the direction of the State ESF-10 leadership.

IV. Policies

- A. National Contingency Plan** – NCP serves as the basis for planning and utilization of Federal resources for responding to releases or threats of releases of oil, gases, or other hazardous substances. Response actions under ESF-10 will follow policies, procedures, directives and guidance developed to carry out the provisions contained in the NCP.
- B. Command** – St. Johns County Fire Rescue, as the lead agency for ESF-10, will serve or designate the incident command, under NIMS for HAZMAT response operations within the County.
- C. St. Johns County SHOT Team** – The St. Johns County Special Hazards Operations Team (SHOT Team¹) is a unit that is trained to handle those emergencies that require specialized skills to respond to emergencies that may involve specialized rescue and or hazardous materials.
- D. Support Agencies** – In accordance with the assignment of responsibilities in this appendix, support agencies will provide resources and support in response to a release or threat of release of oil, gases, or other hazardous substances. To the extent possible, the state level support agency representatives to ESF-10 should be those personnel also assigned to the RRT. Where such dual assignments are not possible, each ESF representative is to maintain close coordination with their RRT representative.

¹ A Complete description of the St. Johns County SHOT Team can be located in the St. Johns County Fire Rescue Policy Manual and SOP.



CEMP – Emergency Services

- E. Multiple Response Actions** – When due to multiple response actions, more than one state OSC is involved in implementing response, ESF-10 or the designated IC will be the mechanism through which close coordination will be maintained among all agencies and OSCs. ESF- 10 representatives or the IC will assure that response actions are properly coordinated and carried out.

V. Situation

A. Disaster Conditions

A natural or other catastrophic disaster could result in numerous situations in which hazardous materials are released into the environment. Fixed facilities such as sites which use, store, or dispose of hazardous materials could be damaged so severely that existing spill control and containment measures are not effective. Hazardous materials that are transported may be involved in rail accidents, highway collisions or pipeline accidents. Abandoned hazardous waste sites could be damaged causing further degradation of holding ponds, tanks and drums.

B. Planning Assumptions

1. Local response agencies will be overwhelmed by the extent of the response effort required to assess, mitigate, monitor, cleanup and dispose of hazardous materials released into the environment.
2. There will be numerous incidents occurring simultaneously in separate locations throughout the County.
3. Standard communications equipment may be disrupted or destroyed.
4. Response personnel, cleanup crews and response equipment will have difficulty reaching the site of a hazardous materials release because of the damage sustained by the transportation infrastructure.
5. Additional response / cleanup personnel and equipment will be needed to supplement existing capabilities and to augment relief resources.
6. Even if the natural, human caused or technological disaster does not cause situations where there are actual releases, there will be considerable concern about facilities which are located in or near the affected area. These facilities will need to be monitored by ESF-10.



CEMP – Emergency Services

7. Emergency exceptions will be needed for collection, transportation and disposal of contaminated material.
8. Local or other mutual aid responders should be self-sufficient in the early part of the response.

VI. Concept of Operations

A. General

ESF-10 will direct the local emergency response actions, within the disaster area, immediately following a disaster involving hazardous materials. Close coordination must be maintained between federal, state and local officials. ESF-10 operations will secure, remove and dispose of hazardous materials from the area and will initiate other tasks demanded by the Department of Environmental Protection (DEP) until such time as further activation is deemed necessary.

B. Organization

The Florida DEP is the primary State Agency for ESF-10. The DEP provides representatives on a 24-hour basis to the EOC or the incident scene, when required, to ensure the full deployment and utilization of Department resources.

C. Notification

1. In the event of a spill or release involving hazardous materials, the State Watch Office (SWO) will be notified and will be provided the name of the County ESF-10 coordinator or their alternate. This notification will be transmitted by telephone and email and may request that State ESF10 representative(s) report to the EOC or incident site, as required.
2. The ESF-10 Coordinator or alternate will alert support staff and agencies.
3. Emergency cleanup contractors may be alerted to situate themselves in a standby mode. List of cleanup contractors are available from the St. Johns County Fire Rescue Department. The responsible party for the spill or leak will be informed that they are responsible for payment to the cleanup contractor.



CEMP – Emergency Services

D. Response Actions

1. Immediately upon arrival at the scene, the IC and staff will identify strategic goals and tactical tasks that must be accomplished to mitigate or lessen the effects of the incident.
2. Commit necessary resources to the incident area.
3. Assess and prioritize response actions necessary to mitigate hazardous materials releases as follows:
 - a. Stabilize and stage
 - b. Categorize and dispose

VII. Responsibilities

- A. **Primary Agency** – Will have overall on-site responsibility for ensuring that proper actions are taken to immediately respond to and recover from any HazMat incident that might occur in St. Johns County. The EOC, when activated, or the County Warning Point (SJC Fire Rescue Communications), when the EOC is not activated, will be kept informed throughout the operation.
- B. **Support Agencies** – These agencies will be utilized as necessary to support the response and recovery efforts as determined by the primary agency, St. Johns County Fire Rescue.
- C. **Fire Chief, or designee** – Will have overall responsibilities for coordinating and directing the response and recovery operations, to include the interface between the on-site command and the EOC. He or she will ensure that all actions taken are consistent with the policy guidance of the Board of County Commissioners and will assume or designate an Incident Commander (IC).

VIII. Additional Information

- A. **Medical Facility for Contaminated Patients** – Contaminated patients will be transported to Flagler Hospital, Baptist South, or Baptist Beaches.
- B. **Radiological Monitoring Equipment** – St. Johns County has units for radiological monitoring. They are tested periodically, and personnel are trained in their use.



CEMP – Emergency Services

- C. Decontaminated Wash Down Stations** – St. Johns County has capabilities for decontamination of vehicles, equipment, and personnel at the present time. As an expedient means, decontamination of personnel and equipment, including vehicle wash down, will be accomplished at the incident scene to minimize hazardous materials being transported from the site, and spread unintentionally throughout the county. Maximum containment effort will be made on site, such as building berms, capturing wash water, where possible, by whatever means are available, such as use of tarpaulins.



CEMP – Emergency Services

Military Support

Emergency Support Function 13 (ESF-13)

I. General

Primary Agency: St. Johns County Emergency Management

Support Agencies: Florida National Guard
Florida Air National Guard

II. Introduction

A. Purpose

This appendix provides the coordinating guidance relative to the military support the Florida National Guard (FLNG) may provide to St. Johns County in times of major or catastrophic disaster and / or civil unrest. In addition, this plan outlines the responsibilities and the role of the FLNG in conducting Rapid Impact Assessments.

B. Scope

Military Support is extremely diverse as the FLNG is identified as a support agency to ten (10) of the seventeen (17) ESFs at the State level. Therefore, the primary goal of the Military Support ESF is to prioritize all requests for assistance and allocate available resources based upon mission priorities as established by the Florida Division of Emergency Management. Military support operations include, but are not limited to, supporting the following ESFs and special mission:

1. ESF-1 | Transportation – Support with surface and air movement of personnel and equipment.
2. ESF-2 | Communications – Support with temporary communications equipment and personnel.
3. ESF-3 | Public Works and Engineering – Support for debris removal and clearing operations, emergency restoration of public services, technical assistance and damage assessment.



CEMP – Emergency Services

4. ESF-4 | Firefighting – Support primarily in a non-urban environment with personnel and aviation support operations.
5. ESF-6 | Mass Care – Support with personnel for sheltering, point of distribution and logistics operations.
6. ESF-7 | Resource Support – Support with limited equipment loans to other agencies.
7. ESF-8 | Health and Medical – Support with medical personnel and equipment.
8. ESF-9 | Search and Rescue – Support with personnel for strike teams and engineering, aviation, and medical equipment.
9. ESF-11 | Food and Water – Support with personnel and equipment during food and water distribution.
10. ESF-16 | Law Enforcement and Security – Support with personnel and equipment to assist in curfew enforcement, site security and crowd control operations.
11. Special Mission – Immediately following the occurrence of a major or catastrophic disaster, the FLNG may deploy a Recon Team at the request of the State or County. The mission of the Recon Teams will be to expeditiously evaluate the immediate needs of the affected population because of infrastructure loss or damage and availability of essential services within the impacted area. St. Johns County ESF-5 will have responsibility for planning, coordination, and for providing a representative on the Recon Team when performing a County mission.

III. Authorities

- Governor's Executive Order.
- Florida Statutes, Chapter 250, Military Code.
- Florida Statutes, Chapter 252, Emergency Management.
- US Law Codes, Title 10 and 32

IV. Policies

- A. In accordance with existing National Guard Regulations, it is understood that primary responsibility for disaster relief shall be with local and state governments



CEMP – Emergency Services

and those federal agencies designated by statute. National Guard assistance generally is provided when:

1. The situation is so severe and widespread that effective response and support is beyond the capacity of local and state government, and all civil resources have been exhausted.
2. Required resources are not available from commercial sources. National Guard support will not be furnished if it is in competition with private enterprise or the civilian labor force.
3. National Guard resources will normally be committed as a supplement to civil resources that are required to cope with the humanitarian and property protection requirement caused by a civil emergency or mandated by law.
4. Assistance will be limited to tasks that, because of experience and the availability of resources, the FLNG can do more effectively or efficiently than other agencies.
5. When an emergency or disaster occurs and waiting for instructions from higher authority would preclude an effective response, a FLNG commander may do what is required and justified to save a human life, prevent immediate human suffering, or lessen major property damage or destruction. The commander will report the action taken to a higher military authority and to civil authority as soon as possible. Support will not be denied or delayed solely for the lack of a commitment for reimbursement or certification of liability from the requester.
6. The FLNG will be employed with adequate resources to accomplish the mission when conducting civil disaster / emergency relief operations. The on-scene commander or the senior officer present will make that determination. Military support to civil authorities will terminate as soon as possible after civil authorities can handle the emergency.
7. When any public service is lost or withdrawn, and an immediate substantial threat to public health, safety, or welfare is evident, the FLNG may be called to restore and / or continue that public service. It is desirable that supervisors, managers, and key personnel of the public service be available



CEMP – Emergency Services

to provide technical assistance to FLNG personnel. In the absence of public service personnel, the State Adjutant General will make plans and coordinate with appropriate civil authorities to perform the mission within the capabilities and limitations of the FLNG.

8. The capability of the FLNG to assist in the restoration / continuation of public services depends primarily on the degree of military or civilian skills possessed by FLNG personnel.
- B. Chapter 250 (Military Code) of the Florida Statutes designates the Governor as the Commander in Chief of all the Militia (FLNG) of the state and to preserve the public peace, execute the laws of the state, or respond to an emergency, order all or part of the militia into active service of the state. This is done through the issuance of a Governor's Executive Order.
- C. Request for National Guard assistance must specify if it is a humanitarian or law enforcement type mission.

V. Situation

A. Disaster Condition

Major or catastrophic disasters will result in widespread damage or total loss of existing civil infrastructure capabilities. Combined with a significant loss of dwellings, structures and widespread displacement of people; local and state authorities will require additional assistance to include federal response of a significant magnitude. To fully determine the magnitude of the disaster on the population and provide an immediate and effective response, an impact / needs assessment will be conducted at the earliest possible time following a major or catastrophic disaster.

B. Planning Assumptions

1. All FLNG assets are available for a state mission. It is understood that the federal wartime mission of all DOD assets takes priority over state missions.



CEMP – Emergency Services

2. Post-disaster impact / needs assessments are an ongoing process as needs cannot be fully determined in the initial response phase of a major or catastrophic disaster.
3. The Governor issues an Executive Order prior to the occurrence of a major catastrophic disaster, when possible, authorizing the Adjutant General to call to State Active Duty those personnel and equipment necessary to support the State of Florida's response and recovery effort. A number of these forces will be staged in and around the anticipated disaster area prior to occurrence when possible.
4. Recon Teams will be deployed to the disaster area over land or by air, as appropriate, and will deploy fully self-contained (food, water, communications, etc.). A St. Johns County ESF-5 representative will participate as a member of the Recon Team when deployed within the County.
5. Restoration and / or preservation of law and order (ESF-16), in support of the St. Johns County Sheriff's Office, will be a priority mission of the FLNG immediately following a major or catastrophic disaster.

VI. Concept of Operations

A. General

1. Mission – When directed by the Governor, the Adjutant General of Florida deploys personnel and equipment, through appropriate commanders, to assist civil authorities.
2. Execution – The FLNG will provide Military Support to Civil Authorities in accordance with existing Florida National Guard Operation Plan for Military Support to Civil Authorities.

B. Concept

1. As a potential disaster develops, or upon the occurrence of a disaster, the FLNG will dispatch the Military Support (ESF-13) team to the SEOC in Tallahassee. The purpose of this team will be to advise the State Emergency Response Team (SERT) Leader on FLNG capabilities and



CEMP – Emergency Services

resources, ongoing mission status, troop numbers and estimated daily costs, legal considerations and receive official mission requests to support other ESFs and pass to the Adjutant General for action.

2. Upon the issuance of the Governor’s Executive Order and prior to an imminent disaster, when possible, the Adjutant General through appropriate commanders, will mobilize and stage in and around the projected disaster area, personnel and equipment as necessary, to restore or preserve law and order, support the committed elements, and provide support to other ESFs respectively as directed by the SERT Leader and within FLNG capabilities.
3. As activated ESFs within the State EOC determine that all available state resources are exhausted and / or a mission exceeds the ESFs capabilities, the ESF Primary Agency ECO will pass a request to ESF-13 in the form of a “Mission” via WebEOC. This mission request will be evaluated for immediate staffing and determination of supportability. If FLNG can support the requested mission, the Adjutant General will determine the number of personnel and type of equipment necessary through the appropriate commander who will immediately contact the supported agencies local point of contact for mission coordination. Simultaneously, the ESF-13 ECO will be notified of mission acceptance and kept updated on mission status. The process of exhausting local resources prior to requesting State / FLNG resources will be utilized when St. Johns County EOC requests assistance from State ESF-13 it will be in the form of a Mission in WebEOC.
4. Recon Teams – In direct support of the Florida Division of Emergency Management (FDEM), the FLNG will pre-position Recon Teams prior to a disaster, when possible, or immediately following a disaster and be prepared to immediately deploy to the disaster area as conditions allow. Each Recon Team will be comprised of civil utility and infrastructure representative, emergency management representative and appropriate state agency representatives. The composition, mission, deployment, and logistical requirements are contained in the FLNG Operation Plan for Rapid Impact Assessments.
5. In major or catastrophic disasters requiring a large Federal Department of Defense response, the Adjutant General and their staff will serve in a



CEMP – Emergency Services

liaison role between the State of Florida and the Active Component in charge. As the state's first line military response in times of disaster and civil emergency, the National Guard will closely coordinate with active federal military to insure mutual support during federal disaster relief operations.

C. Notification

1. ESF-13 response will be activated upon notification by FDEM that an emergency condition is imminent or exists, which requires personnel and / or resources of the FLNG, North Area Command. Initial notification will be made by phone to the designated Emergency Coordination Officer (ECO) or the alternate.
2. As FLNG units are activated the Adjutant General will appoint an Area Commander. The Area Commander will normally be a Colonel or Brigadier General who will assume operational command and control of all FLNG assets operating within their area of operations. The Area Commander will receive all mission assignments from the FLNG-EOC.

D. Support Agencies

The disaster location and magnitude will dictate the precise composition of the Recon Teams. They may be composed of representatives from the following agencies:

- Florida Division of Emergency Management - Liaison
- Florida National Guard - Team Support OIC
- Florida Department of Health
- Florida Department of Law Enforcement
- Florida Department of Transportation
- Florida Department of Management Services
- St. Johns County Emergency Management Representative (ESF-5)

VII. Requirement for FLNG Liaison Officer

When it is anticipated that National Guard troops will be requested and deployed into St. Johns County, a request will be made to the State EOC via WebEOC that a FLNG liaison officer be



CEMP – Emergency Services

assigned for duty in the County EOC. Support will be furnished or coordinated by the EOC, such as office supplies, feeding and assistance in arranging lodging, if required.

VIII. References

- DOD Directive 3025.1, Use of Military Resources during Peacetime Civil Emergencies within the U.S., its Territories and possessions.
- National Guard Regulation 500.1, Military Support to Civil Authorities.
- Headquarters, Florida National Guard Plan for Military Support to Civil Authorities. (Copies are on file with SJC Emergency Management)
- Florida Department of Law Enforcement, Florida Mutual Aid Plan



CEMP – Emergency Services

Law Enforcement and Security *Emergency Support Function 16 (ESF-16)*

I. General

Primary Agency:	St. Johns County Sheriff's Office
Support Agencies:	St. Augustine Police Department St. Augustine Beach Police Department FDLE Florida National Guard Florida Highway Patrol

II. Introduction

A. Purpose

The purpose of this ESF is to establish procedures for the command, control and coordination of all law enforcement personnel and equipment to support local law enforcement agencies. To establish procedures for the use of the Florida National Guard in security missions as requested by local law enforcement.

B. Scope

This ESF applies to natural or human-caused disasters or emergencies whenever a local law enforcement agency requires assistance from the state or another jurisdiction in either declared or undeclared emergencies, and when the resources of one or more local law enforcement departments is inadequate to meet the needs.

III. Policies

- A. To create a law enforcement mutual aid plan which provides for the command, control and coordination of law enforcement planning, operations and mutual aid.
- B. To coordinate the dispatch and use of law enforcement personnel and equipment.



CEMP – Emergency Services

- C. To provide a system for the receipt and dissemination of information, data and directives pertaining to activities among law enforcement agencies.
- D. Each primary and support agency will prepare an inventory of personnel, equipment and vehicles and have it on file by the first of May.
- E. To collect and disseminate information and intelligence related to disasters or emergencies, either existing or pending.
- F. To pre-plan distribution and allocation of state resources in support of the overall law enforcement mission.
- G. If the situation warrants, a request will be made for assistance through the Statewide Mutual Aid Agreement.

IV. Situation

A. Disaster Condition

A significant natural disaster, emergency condition or other major incident will be of such severity and magnitude as to require state law enforcement, including the Florida National Guard, to supplement local law enforcement efforts to save lives and protect property.

B. Planning Assumptions

1. Response requirements of the disaster or emergency incident will be an immediate and continuous demand for law enforcement and security. The demand will eventually exceed the capabilities of the affected local law enforcement agencies.
2. Law Enforcement agencies may request assistance from their own sheriff's office or other sheriffs and police agencies with which they have an existing mutual aid agreement, or by utilizing the Statewide Mutual Aid Agreement, to which St. Johns County is a signatory.
3. The Sheriff may request assistance from other sheriffs through the pre-existing Florida Sheriffs Association Statewide Mutual Aid Agreement.



CEMP – Emergency Services

4. When the Governor declares an emergency, assistance may be obtained from any city or county law enforcement agency throughout the state pursuant to Florida Statute 23.1225 (5(a)).
5. State law enforcement and Florida National Guard resources may be requested by local law enforcement when local resources are not adequate to meet the needs of the disaster. Upon determination that assistance is needed ESF-16 will coordinate with SJC Emergency Management on requesting regional and state resources, in addition to other requested assistance or equipment.

C. Request for Assistance

Request for assistance shall be by WebEOC mission request, through the liaison in the EOC, phone, 911 lines or by means of 800 MHz radio system.

V. Concept of Operations

A. General

When an emergency is anticipated or occurs, and upon request from the County, an FDLE liaison will be dispatched to the affected agency(s) to support state mutual aid and monitor the situation. State law enforcement resources from within the affected area of the state are immediately available to the law enforcement agency(s) requiring assistance. If the State is EOC is not activated the Special Agent in Charge or designee from the nearest FDLE office will coordinate the use of state resources for the local law enforcement. Should the situation escalate, or require at the onset, additional state law enforcement resources from outside the affected area, such resources will be requested through the State EOC and dispatched by the FDLE Mutual Aid Director in Tallahassee in conjunction with the other state law enforcement agencies in the Florida Mutual Aid Plan.

B. Organization

1. St. Johns County Sheriff's Office will serve as the primary agency for ESF-16.



CEMP – Emergency Services

2. St. Augustine Police Department, St. Augustine Beach Police Department, FDLE, Florida Highway Patrol and the Florida National Guard are support agencies for ESF-16.

C. Notification

1. Primary notification will be 800 MHz radio, with cell phones and Alert St. Johns as back-up.
2. Changes in levels of readiness or activation will be accomplished by Alert St. Johns, 800 MHz radio or phone.

D. Response Actions

1. The ESF-16 desk at the EOC will be staffed upon request by the County EM Director. The Sheriff, or their designee, will report to the EOC to monitor the situation and act as liaison and coordinate local law enforcement resources.
2. All personnel will be placed on alert.
 - a) Sheriff's Office personnel will go to Alpha/Bravo shift schedule
3. Initial Actions
 - a) Local resources committed
 - b) Other outside resources committed
4. Continuing Actions
 - a) Address enforcement and security within capabilities
 - b) Request assistance as needed and necessary
 - c) Incoming resources will be assigned as necessary within the afflicted area.
 - d) Normally Florida National Guard forces will be the first to be withdrawn as order is restored, followed by state agencies.



CEMP – Emergency Services

VI. Responsibilities

A. Primary Agency

1. The St. Johns County Sheriff's Office is the agency responsible for monitoring potential emergencies that may require the deployment of law enforcement forces in support of other affected law enforcement agencies. Further, this ESF will coordinate the dispatch and use of such resources. This ESF will maintain liaison with St. Johns County Emergency Management and will have a representative on duty in the EOC, if activated to coordinate efforts as needed and appropriate.
2. An ESF-16 representative will coordinate with other ESFs in the EOC to ensure that security at all shelters, feeding sites, other mass care facilities and Logistics Staging Area is provided as required.
3. ESF-16 will be responsible for re-entry to evacuated areas as follows:
 - a) Coordination with other ESFs on security and controlling reentry into evacuated areas.
 - b) Follow the re-entry security plan incorporating the following procedures for proper identification when applicable to control entry into specific areas:
 - a. Use of picture ID
 - b. Vehicle registration
 - c. Recognition by the law enforcement officer

B. Support agencies

Support agency will perform missions as assigned by ESF-16.

VII. Resource Requirements

A. Human Resources



CEMP – Emergency Services

1. ESF-16 will ensure that a 24-hour staffing pattern is established for the EOC until conclusion of response and recovery efforts.
2. The Sheriff or their EOC representative will establish special response teams for traffic control, crowd control, EOC and shelter security, and other security missions as they arise.

B. Other Resources

- Vehicles
- Portable (handheld) Radios
- Helicopter
- Marine Assets
- Tactical Assets
- Unified Command Center (UCC)
- High-water vehicle(s)

C. Inventory of Personnel, Vehicles and Equipment

The Sheriff's Office, as well as Emergency Management, will maintain an inventory of law enforcement resources that are available for use during an emergency and or disaster.

D. Intelligence

Information relative to any incident may be gathered from a myriad of sources, including, but not limited to:

- Field Units
- Fusion Center
- FDLE
- NCIC/FCIC Teletype
- SEOC
- Secure Websites
- SJC EOC Social Media Monitoring

ST. JOHNS COUNTY
COMPREHENSIVE EMERGENCY
MANAGEMENT PLAN

2025

NIMS | ESF Emergency Support Functions

Information and Planning





CEMP – Information and Planning

Planning Section

Emergency Support Function 5 (ESF-5)

I. General

- A. Coordinating Agency:** St. Johns County Emergency Management
Section Chief: Emergency Management Coordinator
- B. Primary Agency:** St. Johns County Emergency Management
- C. Support Agencies:** SJC Code Enforcement (Damage Assessment), NWS, Jacksonville, Northeast Florida Regional Council, St. Johns County Planning Department, Geographic Information Systems (GIS), Information Systems (MIS), all ESFs and supporting agencies within this plan. All primary and support agencies are considered support for ESF-5 by virtue of their ability to furnish needed information and to assist in the planning process.

II. Organization

The Information and Planning Section works under the direct supervision of the Emergency Management Director (EMD) in the Emergency Operations Center, and coordinates with all ESFs to gather, collate and disseminate information.

III. Introduction

A. Purpose

The purpose of the Planning Section is to collect, analyze, process and disseminate essential information for use by local, state, and federal authorities in response to a disaster situation.

B. Scope

This section applies to natural or human-caused disasters or emergencies, whenever local emergency response is required, in either a declared or undeclared emergency. This includes, but is not limited to, information sharing and performing necessary actions to:



CEMP – Information and Planning

1. Collect, process and disseminate essential elements of information for use by local, state, and federal authorities.
2. Provide and collect input for Flash and Situation Reports, EOC and Partner briefings, Operational displays, and plans.
3. Consolidate key information into reports and other materials, describe and document overall response and recovery activities and keep appropriate authorities informed on the status of the overall response and recovery operations.
4. Maintain displays of key information such as maps, charts, and status boards in the EOC.
5. Create and distribute Flash and Situation Reports, Incident Action Plans and other pertinent information to response and recovery agencies.
6. Provide periodic briefings, as requested, to public officials.
7. Participate in planning and information sharing meetings with the department heads, supporting agencies, and other local response and recovery agencies.
8. Conduct conference calls with department heads and / or selected supporting agencies.

C. Planning Assumptions

1. A significant natural or human-caused disaster, emergency conditions, or other major incident will be of such severity and magnitude as to require state assistance to supplement local government's efforts to save lives and protect property.
2. The local response elements will be the best available source of vital information regarding damage and initial unmet needs assessments.
3. There will be an immediate and continuous demand for information on which decisions will be made to conduct response and recovery operations.



CEMP – Information and Planning

4. There may be delays in establishing full information processing capabilities.
5. During a disaster, information flow may bottleneck in the EOC due to the tremendous volume of information being received.

IV. Concept of Operations

A. General

During an emergency or disaster, the Emergency Management Coordinator will be the Planning Section Chief in charge of ESF-5 Information and Planning. The EMD is the overall coordinator for all ESFs. In the initial response following impact of a disaster, the ESFs will collect, sort and process essential information. The Information and Planning Section is responsible for directing message flow within the EOC, displaying information and data, tracking mission assignments and providing technical data in support of response and recovery operations.

B. Organization

1. Upon receipt of a message in the EOC it will be logged into WebEOC for action. The Planning Section Chief, in coordination with the WebEOC Administrator, will determine which ESF is responsible for the action and will pass it on accordingly through WebEOC. The appropriate ESF will work on the action to completion and will update the mission in WebEOC for Emergency Management Staff to closeout. In working the action, the ESF representative will coordinate as required with other ESFs and, if necessary, will brief the EMD and / or public officials for information for decision making approval / purposes.
2. The Information and Planning Section will ensure that status boards, information charts, and maps are displayed in the EOC to provide current operational and planning status. Maintenance of status boards and maps are the responsibility of the Planning Section Chief. Status boards and maps are used to ensure all EOC personnel are kept current on operations and for briefing purposes. Displays prepared by the Planning and Information Section may include, but are not limited to:



CEMP – Information and Planning

- a) EOC Status Board: Used to list major incidents / problems occurring during an emergency event that need to be shared immediately when received and may need to be referenced later. Mission assignments to specific ESFs and emergency declarations will be reflected in WebEOC and may be recorded on this board.
 - b) Maps: In coordination with the GIS department, the Planning Section will use maps to illustrate areas of evacuation, search and rescue, damage assessment and any other issues that need to be graphically illustrated.
3. The Information and Planning Section staff will be responsible for information flow, mission tracking, response planning, and status board. ESF-5 staff will operate from a designated location within the EOC.
 4. Due to the critical nature of information during a disaster, the Information and Planning Section will coordinate with all Sections and ESFs to obtain the most recent and reliable information regarding response and recovery actions. This information will be compiled into Situation Reports, Flash Reports and/or Incident Action Plans. In addition, the Section will promptly provide any information to the other Sections and ESFs that will potentially impact their assigned tasks primarily via WebEOC, partner calls and other modes.

C. Notification

1. If a disaster occurs in St. Johns County, the St. Johns County EOC will notify the State Watch Office using operational protocols.
2. St. Johns County Emergency Management will request mutual aid from the SEOC using established protocols.
3. The SEOC will notify St. Johns County Emergency Management if mutual aid is being requested for a situation occurring outside St. Johns County.
4. St. Johns County Emergency Management will notify the appropriate ESFs required to respond to the EOC via AlertStJohns.

V. Emergency Support Functions



CEMP – Information and Planning

A. Consolidation and Dissemination of Key Information

Periodic meetings, briefings, and other discussions between EOC staff, EMD, County Administrator and public officials, when required, will be conducted during the response and recovery phases. The purpose of such meetings is for information sharing and for the consolidation and development of plans, reports and other material needed for tasking of response and recovery agencies and continuity of efficient operations. In these meetings objectives for incident operations will be established. In addition, such information may be used for reports to the Florida Division of Emergency Management (FDEM) and FEMA, and in some cases for release to the media by the PIO. In addition, the following specific briefings will occur at the appropriate time:

1. Shift change briefing of incoming EOC staff.
2. News media briefing (backgrounds) or news conferences as needed.
3. Special briefing (VIPs, visitors, officials, etc.)
4. Incident Action Plan briefing at beginning of a new Operational Period, which will include:
 - a) Objectives
 - b) List of mutual aid (resources loaned and / or borrowed)
 - c) Shelter status (capacity, availability, resource support issues, etc.)
 - d) Road closures (with anticipated reopening times, etc.)
 - e) Reentry issues (areas ready or not ready, etc.)
 - f) Critical issues (significant unresolved issues, resource support problems, coordination, etc.)
 - g) Staff Listing



CEMP – Information and Planning

B. Procedure for Coordination of Information

After collection and consolidation of key information by the Planning Section Chief, as indicated in Section V, Part A, the EMD will determine which information should be coordinated with or provided to the FDEM and other supporting or assisting agencies. The establishment of a joint information processing capability will be in accordance with these instructions and Section V, Part A (above). The FDEM Regional Coordinator or other FDEM representative will be a key participant in the collection, consolidation, coordination and distribution of key information.

C. Tracking Assistance and Resource Request

Request for assistance and resources will be received in the EOC and will be placed in WebEOC and will be processed and tracked in the same manner as indicated in Section IV, Part A. If resources are overwhelmed from within the County, or from local interagency agreements, the request will be submitted by St. Johns County Emergency Management to the State EOC via WebEOC for action. The appropriate ESF and / or ESF-5 will track the request to completion. The EMD, County Administrator and appropriate public officials will be kept informed on the status of requests.

D. Staffing Pattern for Continuous Collection and Dissemination of Information

The Planning Section Chief on duty in the EOC, in coordination with the EMD, will ensure a 24-hour staffing pattern is in place to ensure continuous collection and dissemination of information for response and recovery planning.

ST. JOHNS COUNTY
COMPREHENSIVE EMERGENCY
MANAGEMENT PLAN

2025

NIMS | ESF Emergency Support Functions

Infrastructure





CEMP – Infrastructure

Infrastructure Support Section *Emergency Support Functions 1, 2, 3, 7, 12*

I. General

A. Coordinating Agency: St. Johns County Emergency Management Section
Chief: EM Director or Designee

B. Primary Agencies:

ESF 01 - St. Johns County School District
ESF 02 - St. Johns County Emergency Management/ARES
ESF 03 - St. Johns County Public Works Department/Utilities
ESF 07 - St. Johns County Purchasing Department
ESF 12 - Florida Power and Light/Jacksonville Electric Authority

C. Support Agencies:

City of St. Augustine
City of St. Augustine Police Department
City of St. Augustine Fire Department
City of St. Augustine Beach
City of St. Augustine Beach Police Department
Council on Aging
Florida Department of Transportation
Local Telephone Companies
St. Johns County ARES (Amateur Radio)
St. Johns County Clerk of the Courts
St. Johns County Facilities Maintenance
St. Johns County Fire Rescue
St. Johns County Office of Management and Budget
St. Johns County Management and Information Systems
St. Johns County Sheriff's Office



CEMP – Infrastructure

II. Organization

The Infrastructure Support Section includes the following Emergency Support Functions (ESFs), and assigns coordinating responsibilities to the following Primary Agencies:

<u>ESF</u>	<u>Primary Agency</u>
ESF 01 – Transportation	SJC School District
ESF 02 – Communications	SJC Emergency Management
ESF 03 – Public Works / Engineering	SJC Public Works and Utilities
ESF 07 – Resource Support	SJC Purchasing
ESF 12 – Energy	Florida Power and Light/Jacksonville Electric Authority

III. Introduction

A. Purpose

The purpose of the Infrastructure Support Section is to coordinate disaster response actions, recovery and restoration, and the use of resources to support the needs of local government and other emergency support agencies and organizations requiring transportation, communication, public works, engineering, resource support and energy in response to an actual or potential incident.

B. Scope

The scope of this Section applies to natural or human-caused disasters or emergencies whenever local emergency response is required in either a declared or undeclared emergency. The scope includes, but is not limited to performing the necessary actions to:

1. Coordinate the use of transportation resources to support disaster response actions.
2. Identify communications needs to support disaster response and recovery, and coordinate and assist in providing communications facilities, equipment and personnel to meet local needs.



CEMP – Infrastructure

3. Provide public works and engineering support, including technical advice and evaluations, engineering services, construction management and inspection, emergency contracting and emergency repair and clearance of roads.
4. Coordinate debris clearance and removal resulting from a disaster event.
5. Provide logistical and resource support, including locating, purchasing and issuing resources, such as supplies, office space, office equipment, fuel, contracting services, personnel, heavy equipment and transportation.
6. Coordinate the provision of emergency power to support immediate response operations as well as restoring the standard supply of power to normalize and expedite community recovery.
7. Coordinate the provision of emergency water to support immediate response operations as well as restoring the standard supply of water to normalize and expedite community recovery.
8. Coordinate actions necessary to stimulate the restoration of the local economy, including prioritized use of local approved vendors, if available.
9. Coordinate and provide resources to perform damage assessment of the impacted area to identify the magnitude and severity of the damage, collect immediate information regarding number of structures impacted, number of citizens impacted, estimated dollar loss of property damage, and estimated dollar loss of economic damage.

C. Policies

1. The assets available to this Section will be used to assist county and municipal response and recovery agencies to coordinate and facilitate the restoration of transportation, communication, utilities and other infrastructure.
2. The functions of this Section will be considered a priority to maintain essential critical facilities and services before, during and immediately following a disaster event, to facilitate emergency response, human services, and economic recovery.



CEMP – Infrastructure

3. St. Johns County is a signatory to the Statewide Mutual Aid Agreement and may request assistance through this agreement.
4. All functional agencies will maintain properly trained and certified disaster response personnel regardless of pay or volunteer status.
5. Each primary and support agency representative will prepare an inventory of personnel, equipment and vehicles and have it on file by the first of May annually.

D. Planning Assumptions

1. Significant natural or human-caused disasters, emergency conditions or other major incident will be of such severity and magnitude as to require all local resources and state resources, including the Florida Department of Transportation and public electric and water companies to supplement local infrastructure resources and provide technical assistance in order to maintain essential services.
2. Response requirements of the disaster or emergency incident will cause an immediate and continuous demand for these resources, which will eventually exceed the capabilities of the affected local agency to respond. In addition, materials and fuels to support response actions by operational teams to maintain and / or restore infrastructure may be in short supply or unavailable.
3. A major disaster will have an immediate impact on the community. The results of these disasters would potentially be blocked roads, disruption to electric and water distribution systems, mass evacuations, interruption of vital communications networks, and would require additional resources to restore functional systems.
4. Initial response will be the responsibility of local agencies. Once local resources have been expended, agencies may request assistance through existing mutual aid agreements, or by utilizing the Statewide Mutual Aid Agreement, to which St. Johns County and all its municipalities are signatories
5. Damaged areas may initially be inaccessible to emergency response services and will require immediate action to restore access.



CEMP – Infrastructure

6. The local economy is dependent on the function of County and regional businesses and industries. Following a disaster, approved vendors, when available, will be used for goods and services.

IV. Concepts of Operations

A. General

1. The National Incident Management System (NIMS) will be the organizing structure for disaster operations, with the Coordinating Agency Representative (St. Johns County Emergency Management Director or designee) as Section Chief.
2. The Primary Agency for each ESF will coordinate the supporting agencies' disaster response resources including personnel and equipment.
3. Each ESF Primary Agency will assign a representative capable of committing and coordinating their agency's resources, to the Infrastructure Support Section at the EOC.
4. The primary agency representative will report to the EMD, or designee, and will be the point of contact for coordination with the other ESFs in the EOC.
5. Each ESF within the Infrastructure Support Section will coordinate with other ESFs through the Section Chief.
6. The Infrastructure Section Chief will coordinate and mobilize all local and State agencies' resources through the County EOC and State Emergency Operations Center (SEOC).

B. Notification

1. **Advance Warning** – In the case of hurricanes, ample time should be available for response agencies to restructure in anticipation of the occurrence. Resources may be reallocated and pre-positioned into operational units. Resources should be in hardened facilities during the height of the storm and ready to respond as soon as conditions allow.



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Action: Initiate agencies' hurricane preparedness and response procedures.

2. **No-Notice Occurrence** – The Primary Agencies will be notified by St. Johns County Emergency Management, and, at the direction of the EMD or designee, advised to activate response protocols and resources.

Action: Upon direction of the EMD or designee, activate all Primary Agency resources. Primary Agencies will notify appropriate support agencies.

3. Upon notification by the State Watch Office (SWO) of a potential or actual event requiring response, the EMD, or designee, will notify designated Primary Agencies.
 - a) Upon notification by the EOC, Primary Agency and / or Support Agency Representatives will report to the EOC or other designated location.
 - b) Pre-incident and ongoing activities will be monitored by each Primary Agency and coordinated with other ESFs and local and State agencies, as appropriate, through the Section Chief.

V. NIMS Functions

Referenced ESFs will follow this management plan.



CEMP – Infrastructure

Emergency Transportation *Emergency Support Function 1 (ESF-1)*

I. General

- A. Primary Agency:** St. Johns County School District
- B. Support Agency:** Council on Aging (COA)
Florida Department of Transportation St.
Johns County Public Works
St. Johns County Sheriff's Office
Florida National Guard

C. Task Assignments

See section III, below, for specific tasks for those State and local agencies that have transportation responsibilities during an emergency.

D. Assumptions

Supplementary transportation may be needed in preparation for a hurricane in the event the St. Johns County Board of County Commissioners orders an evacuation. In addition, resources may be needed following a disaster as a result of both increased transportation needs and disruption of normal transportation systems. Transportation may be required for moving emergency equipment and supplies into the disaster area. Emergency transportation may also be necessary to provide access to assistance centers for disaster survivors and access to places essential to the resumption of normal community life such as stores, schools, government offices and major employment centers. The provision of emergency transportation may involve establishment of usage priorities as well as alternate resources while normal systems are being restored.

II. Concept of Operations

A. Planning

Local planning for the provision of emergency transportation services should include all available transportation options. This may require establishing and maintaining agreements with not-for-profit organizations, private companies and



CEMP – Infrastructure

surrounding communities. It is estimated that an average household maintains one week of food supplies. This estimate could be up to two weeks for some basic non-perishables. Individual gasoline supplies are normally limited to the fuel in personal cars at any given time. Government and industry have some limited bulk fuel storage.

A list of St. Johns County fuel supply locations, and contracted bulk fuel suppliers, can be found in the St. Johns County Logistics Plan which is kept on file with Emergency Management. Local government intervention to place some controls over both food and fuel sales may be required depending on the emergency. Rationing of some degree even without state or federal initiation may be necessary. An emergency declaration may be made in anticipation of emergency in accordance with Chapter 252.36(2) and (8) and St. Johns County Ordinance 2021-4.

B. Communications

School buses have 800 MHz radios that will allow them to maintain contact with their dispatch center. Emergency Management has the School District's approval to transmit on their network during an emergency. St. Johns County 800 MHz radio system will also be utilized as necessary.

C. Emergency Transportation Coordination Procedures

Coordination of emergency transportation planning with the primary agency will be accomplished by the Emergency Management Director. The Director of Transportation for the St. Johns County School District will coordinate transportation requirements with support agencies for ESF-1.

D. Alert and Contact of Drivers

Recall of transportation personnel will be conducted per agency SOP for emergency recall at the request of Emergency Management. A call-down list is maintained by the School District Transportation Office. Buses are parked in the maintenance shop parking lot. If buses are parked in maintenance shop parking lot and emergency bus transportation is required, drivers are responsible for reporting to the transportation depot for duty.



CEMP – Infrastructure

E. Pick-up Points

Passenger pickup points will be identified for the public and drivers are to use discretion in stopping to pick up passengers if flagged down. Pick-up points will be normal school bus stops. Alternate pick-up points will be churches, community centers and other identified sites.

F. Identification

St. Johns County School District Buses are commonly marked and would not require special markings in an emergency. The public will be informed that school buses are being used as emergency transportation for evacuation of residents to the shelters.

G. Transportation of Special Needs Persons

St. Johns County School District and the Council on Aging will provide primary transportation for persons with special needs, using the handicapped equipped vans and buses.

H. Emergency Traffic Regulations

At the present time there are no requirements to establish emergency traffic regulations. If there becomes a requirement for one-way traffic flow or other special considerations, such regulation will be established in coordination with ESF-1 and ESF-16.

I. Priority of Transportation Resources

The priority system for allocation of transportation resources is based on the urgency of need as determined by ESF-1, ESF-3, ESF-7, ESF-8, ESF9, ESF-11 and ESF-15. Priority for transportation is to meet medical requirements and basic human needs. The following priority guidance will be used by ESF-1 in the allocation of transportation assets:

Priority	Transportation Tasks
1	Movement of people in life threatening circumstances.
2	Transportation of ill or injured (if EMS transport is unavailable)
3	Support to critical assets.

CEMP – Infrastructure



4	Transportation of food, supplies and other items to meet basic human needs.
5	Other transportation requirements to meet response and recovery operations.

J. Pre-Positioning of Equipment

Prior to, if possible, or immediately after the emergency / disaster, ESF-1 will determine and / or anticipate the need for transportation assets to meet the response and recovery operations. Equipment will be prepositioned at the School District Transportation Maintenance Compound or at St. Johns County Schools. St. Johns County Emergency Management has established an agreement with the World Golf Village Association to stage both local and state resources on their property if needed.

K. Recovery Transportation

Transportation activities relating to recovery efforts will be coordinated by ESF-1 with ESF-3, ESF-6, ESF-7, ESF-11 and ESF-15 and other agencies when required.

L. Emergency Actions

The following is a list of potential emergency actions that may be taken by local officials:

Fuel Emergency		Food Emergency	
1.	Reduce service station hours.	1.	Reduce store hours.
2.	Reduce amount of fuel per car.	2.	Limit amount of sales per family.
3.	Prioritize major fuel supplies.	3.	Open sales only of perishables.
4.	Implement the even-odd day sales.	4.	Limit sales on non-perishables.
5.	Law enforcement availability at service station.	5.	Law enforcement availability at store.
6.	Law Enforcement or National Guard to ride in supply vehicles.	6.	Law Enforcement or National Guard to ride in supply vehicles.
7.	Limit fuel sales to essential government and vital industry use.	7.	Full government control of food sales.
8.	Implement a public transportation system to supplement private vehicle use.	8.	Organize and centralize food preparation / consumption / control.



M. Requirements for State Assistance

When all local resources have been activated following a disaster and are inadequate to resolve the situation, a request will be made through the EOC to the Florida Division of Emergency Management (FDEM) for assistance.

N. Requirement for Federal Assistance

When State resources have supplemented local resources and are still inadequate to resolve the situation, the Governor may request federal disaster assistance. Such assistance may be provided to meet emergency needs of the community and to assist in the recovery process.

III. Tasks

A. State Government

1. Department of Transportation

- a) The Florida Department of Transportation (FDOT) has primary responsibility for state emergency transportation assistance. FDOT may establish agreements for provisions of emergency transportation services by municipal and private companies and may coordinate use of all state transportation resources during an emergency.
- b) Maintain information on government and private transportation resources with state.
- c) Develop and maintain agreements with municipal and private companies.
- d) When State and local resources are inadequate for the situation, FDOT may provide to FDEM data regarding the transportation needs of the impacted area, state and local resources being used, and the additional resources required to meet the needs of the disaster area.



CEMP – Infrastructure

- e) Coordinate provisions of transportation services under federal assistance programs. If federal assistance is provided, acquire the needed resources through contracts with private companies and organize the resource use.
- f) Coordinate the alteration or suspension of Public Service Commission or Department of Transportation intra-state carrier regulations as needed to facilitate provision of emergency transportation services.
- g) Maintain accurate records of resource utilization.
- h) Determine when drawbridges are locked in the down position and bridge tenders are removed. Responsible for closing and opening bridges, and inspecting them for damage.

2. Department of Management Services

- a) Maintain listings of state vehicles and their location, and make this information available to the Department of Transportation when requested.
- b) Operate the State Motor Pool (on a 24-hour basis if required) in support of state departments during a disaster situation.
- c) Establish priorities, schedule and coordinate the use of the State aircraft in a disaster situation.

3. Department of Agriculture and Consumer Services

- a) May assist in the transportation of equipment and supplies as needed.

4. Department of Military Affairs

- a) Provide transportation assistance as directed by the Governor.

5. Public Service Commission



CEMP – Infrastructure

- a) Develop and maintain assistance agreements for using resources of private companies / carriers under their jurisdiction.
 - b) Both the Department of Transportation and the Public Service Commission will alter or suspend regulations on intra-state carriers as needed to facilitate provisions of emergency transportation services.
6. Department of Highway Safety and Motor Vehicles
- a) Coordinate law enforcement agency assistance in transporting emergency supplies (such as food, water, or medical supplies) into the disaster area.
 - b) Provide clearances for movement of vehicles involved in emergency services into and out of disaster areas.
7. Department of Business and Professional Regulation, Florida Department of Law Enforcement, Department of Environmental Protection, Fish and Wildlife Conservation Commission
- a) Coordinate with the Department of Highway Safety and Motor Vehicles to provide needed assistance for transporting emergency supplies into the disaster area.

B. County Government

1. St. Johns County Emergency Management

Assigned the primary responsibility for coordination with ESF-1 on the development and implementation of a coordinated emergency transportation plan, including maintaining a list of vehicles for use in transporting disabled persons. The Emergency Management Director will be the contact for initiating the evacuation and transportation of disabled persons.



CEMP – Infrastructure

2. St. Johns County School District (ESF-1)

As the Primary Agency, ESF-1 is responsible for transportation requirements and personnel to assist in the implementation of the transportation operation. In addition, ESF-1 will be responsible for:

- a) Maintaining plans for providing emergency transportation services as needed.
- b) Developing agreements with voluntary agencies with emergency transportation capabilities.
- c) Plans for the use of private commercial transportation if required.
- d) Providing needed emergency transportation services using all available local resources.
- e) Inventory of Transportation Resources – Location and inventory of vehicles, which will be used for emergency transportation, is maintained in the School District Transportation Office. By May 1st of each year the School District Transportation Director and the Director of the Council on Aging will be requested to provide the EMD with an inventory list of all transportation assets that will be available for use during an emergency.
- f) Assessment of Transportation Resources – As early as possible in the response phase, a transportation resource assessment will be made by ESF-1 in coordination with other ESFs and support staff to determine requirements. If shortfalls exist, action will be taken to secure additional resources within mutual aid agreements and other available sources. Pre-positioning or staging of transportation resources will be accomplished at St. Johns County Schools or other County facilities.
- g) Transportation Staffing Patterns – ESF-1 in coordination with ESF-3, ESF-11 and ESF-15 will develop staffing patterns to ensure 24-hour operation of transportation vehicles, as the necessary.
- h) Additional Transportation Capabilities – All emergency transportation requirements for response and recovery operations



beyond the capabilities of the respective ESF will be given to the ESF-1 representative in the EOC for coordination and resource support.

- i) Request for State Assistance – Requesting state assistance from the State EOC when local resources, including those from local inter-service agreements, are inadequate, will be done through Emergency Management.
- j) Transportation for Special Needs People – The coordination of transportation for disabled persons to shelters during emergency evacuations. Approximately 500 (this number varies as residents are added / deleted) have registered for evacuation assistance with St. Johns County Emergency Management. A detailed list of these individuals is located in the St. Johns County Special Needs Registry on file with St. Johns County Emergency Management.
- k) St. Johns County School District Transportation Division will supply the following additional support:
 - a. The maintenance staff at School Bus Garage will provide crews to provide vehicle maintenance, tire changes, fuel servicing, welding capability and other maintenance activities to support the transportation mission during a disaster. St. Johns County Fleet Maintenance will provide additional assistance if needed.
 - b. Ensure that fuel tanks on School District property and all vehicles are full before a known emergency / disaster occurs. In the event of an imminent emergency / disaster, provide those services on a select basis to ensure operational capabilities to those functions essential in implementing this plan. This procedure will be coordinated with the EOC.
 - c. Establish a fuel-servicing plan to ensure an orderly system, to ensure transportation resources have adequate fuel supplies.



CEMP – Infrastructure

- d. Provide mobile maintenance capability until relieved by the EOC.
 - e. Ensure that vehicles, equipment, and facilities are secured, except those minimum resources required during the emergency.
- 4. The County Administrator – The County Administrator or designated representative must approve the use of employees and / or equipment in support of other authoritative agencies.
- 5. St. Johns County Sheriff's Office (ESF-16) – Will establish and maintain emergency routes to hospitals, shelter, and / or other specific locations for exclusive use of emergency equipment.
- 6. St. Johns County Fire Rescue – Will utilize personnel and equipment to continue responding to request for service; will make every effort to provide an effective response during a disaster.
- 7. Mutual Aid – Transportation resources from the State and/or surrounding counties will be accomplished in accordance with the Statewide Mutual Aid Agreement.



St. Johns County Transportation Resources

I. School Buses

St. Johns County School District currently has 293 standard school buses; with 68 of these buses equipped to move disabled passengers. In an emergency, drivers will be called in by the School District to assist the County with an evacuation. The Director of Transportation for the St. Johns County School District (ESF-1) must be contacted to obtain the buses.

II. Emergency Vehicle Use

Below is the *estimated* number of vehicles that may be available to move residents and visitors of St. Johns County to, from and between emergency facilities or shelters as needed. These estimates are comprised using known resources in St. Johns County.

A. Transportation to Emergency Medical Facilities

1. Ambulances
 - a) 13 ALS Transport Units
2. Non-emergency Medical Transportation Services:
 - a) Local private ambulance service
 - b) Council on Aging (COA)
3. School buses may be utilized to transport “walking wounded” to emergency medical facilities.

B. Transportation to Shelters - minimum 30 buses

C. Shuttle transportation to DRC’s or other designated facilities from Shelters

All persons will be transported to shelter locations and then to other designated locations via shuttle buses. “Bus stops” will be established as needed and appropriately marked by the director of transportation within the disaster area.

- D. The COA currently has 15 standard shuttle buses equipped to accommodate wheelchairs.



CEMP – Infrastructure

III. List of transportation resources

A. EMS Transportation (Public and Private)

- ASI
- Liberty
- Century
- Clay County
- Flagler County
- Putnam County
- St. Johns County Fire Rescue

B. Non-Emergency Transportation

- Council on Aging

C. Air Transport Services

- Life Flight (Jacksonville)
- UF Health Trauma One (Jacksonville)

D. Other Transportation Resources

- St. Johns County School District
- SJC vans and other large vehicles

IV. St. Johns County Major Fuel Suppliers

- AmeriGas
(904) 829-2241
- Courtesy Gas
(904) 829-2709
- Coomes Oil & Supply
(904) 829-2251
- L.V. Hiers, Inc. Petroleum Products
(904) 259-2314
- Suburban Propane
(904) 829-5623



CEMP – Infrastructure

- St. Augustine Gas
(904) 824-1601
- Commercial Gas Stations
County-Wide



CEMP – Infrastructure

Information Technology

Emergency Support Function 2 (ESF-2)

I. General

- A. Primary Agency:** SJC Management Information Systems
St. Johns County Emergency Management
St. Johns County Radio Communications Division
ARES
- B. Support Agency:** Telephone, Cell Phone, Cable Companies
St. Johns County Fire Rescue
St. Johns County Sheriff's Office
St. Augustine Beach Police
St. Augustine Fire Department
St. Augustine Police Department

C. Purpose / Scope

The purpose of ESF-2 is to assure the provision of required communications support to state, county, and municipal response efforts before, during and immediately following the Governor's emergency declaration. ESF-2 plans, coordinates and assists in all actions taken to provide communications support to state, county, and municipal response elements. This ESF will integrate and coordinate the communications assets available from all state agencies, county agencies, and volunteer groups, local industry, federal government agencies and the U.S. Military. ESF-2 will prepare recommendations for the local EOC and other agencies as required. Additionally, ESF-2 will be the focal point of all response communications activity at the local level prior to, during and immediately after an emergency.

The role of ESF-2 personnel will include, at a minimum, the following:

1. Identify communications resources available for use within the affected area(s).
2. Establish and maintain a County Communications Plan.
3. Identify actual and planned actions of commercial telecommunications companies to restore services.



CEMP – Infrastructure

4. Identify Communications facilities, equipment and personnel located locally that could be used to support recovery efforts.
5. Coordinate the acquisition and deployment of additional communications equipment, personnel and resources necessary to establish temporary communications capabilities within the stricken area.

II. Policies

This document will serve as the primary authority for planning and emergency preparation of communications resources. Agencies identified herein are encouraged to allocate the resources necessary to plan, test and participate in disaster exercises initiated by the local EOC.

III. Response Level

The response or level of support required for this plan will be predicated on the intensity of disaster. A catastrophic or major disaster will require ESF-2 to respond with full plan implementation. A minor disaster or emergency may not require an increased readiness level or activation at all.

IV. Situation

A. Disaster Condition

A disaster condition may result from a significant natural disaster or other incident that produces extensive damage. Consequently, a large volume of requests for assistance to save lives and protect property may result. The responders and their support require timely and accurate information to base their decisions on and focus their response efforts.

Disasters can cause widespread damage to communications and electric transmission facilities. At a time when the need for real-time information is critical, the capability to provide it may be seriously limited or nonexistent. All surviving communications assets of the government agencies and departments, as well as the telecommunications industry, will be needed to assure survivors an immediate and effective response.



CEMP – Infrastructure

B. Planning Assumptions

1. Initially, the local emergency service organizations will focus on lifesaving activities. Local officials will work toward re-establishing order in the disaster area. Emergency Management will become the central point of coordination and control for local relief activities.
2. Initial reports of damage will be fragmented and provide an incomplete picture of the extent of damage to communications resources.
3. Weather and other environmental factors will restrict the ability of suppliers to deploy mobile or portable communications equipment into the area.
4. The affected area's ability to communicate with the rest of the county (or state) will be impaired. Personnel may be isolated from their departments and / or operational centers.
5. The type of disaster may necessitate the consideration of sites for establishing an Incident Command Post.
6. St. Johns County Emergency Operations Center will be the command and control center during large scale disasters.

V. Concept of Operations

A. General

Under the leadership of St. Johns County Emergency Management, representatives from each of the support agencies and volunteer groups will assemble and be briefed at the EOC. Each representative will establish contact with their appropriate personnel and begin to activate or initiate emergency response plans. The role of the primary agency will be to focus coordination, ensure the management of combined agency efforts, and maintain a continued flow of information between ESFs. Communications will respond directly to the EOC staff regarding recommendations pertinent to ESF-2's functions.



B. Notification

1. Emergency Management will activate the EOC and alert pre-identified individuals from each of the ESFs primary agency to begin staffing ESF-2. St. Johns County Emergency Management, the primary agency for ESF-2 will notify support agencies. Once notified, each agency will appropriately staff ESF-2.
2. ESF-2 will ensure that Emergency Management establishes communication with the State EOC to report the current status and any unmet needs. ESF-2 will ensure communication capabilities with the State EOC and other governmental agencies are maintained for the duration of the event.
3. Immediately upon receipt of disaster information, Communications staff will establish contact with the county, city and volunteer response staff.
4. Contact lists for individuals within agencies, volunteer groups and telecommunications industry are included in "Contact List", "Emergency Contact Numbers".

C. Response Actions

1. Preparatory Activities
 - a) Immediately upon notification of a pending disaster the primary agency will begin assessing the present status of communications capabilities within the county. Communications will alert / contact all ESF-2 support agencies and direct that they activate their staff and assume their assignments. A roll call of all ESF-2 staff should be conducted.
 - b) ESF-2 will establish local Rapid Assessment Teams (RAT) to evaluate damage to critical communications infrastructure. Survey teams should be organized with expertise capable of assessing both the private and public communications infrastructure. Survey teams should ensure that they have communications with ESF-2 staff at the EOC.

The initial focus of these teams will be to identify:



CEMP – Infrastructure

- a. Operational 800 MHz communications for use within the affected area.
- b. Operational cellular, internet, and telephone infrastructure for use within the affected area.
- c. Damage to emergency communications infrastructure. (Fire, EMS, etc.)

2. Continuing Actions

ESF-2 will provide operational support as well as planning for and coordination of communications resources.

a) Planning

The ESF-2 Coordinator shall begin planning the recovery process according to the following:

- a. Accumulate damage information obtained from all the assessment teams. Additionally, these teams may make initial estimates of the amount of communications support required. This information should be provided to the ESF-2 staff as soon as possible.
- b. Review, categorize and compare damage information to ensure that problems are clearly identified.
- c. Assemble a listing of all communications assets available to support recovery mission(s). Other volunteer and local agencies with communications assets may also be asked to contribute these assets to the response effort. Private resources must also be considered for availability and effectiveness. Furthermore, availability, operational condition and duration of need for resources must be considered. The logistical requirements necessary to obtain critically needed equipment will also be evaluated.
- d. Select the resource alternatives most applicable and coordinate its deployment.



CEMP – Infrastructure

b) Operations

The ESF-2 staff should:

- a. In conjunction with ESF-5, monitor the National Weather Service for the latest weather conditions for the county, including present conditions, the 24-hour forecast, and the long-range forecast.
- b. In conjunction with ESF-5, obtain information from ESF-1 (Transportation) regarding road, rail, and air transportation conditions, and whether ESF-1 can move mobile communications systems into the area.
- c. Determine locations of possible secondary response locations in the disaster area. For example, staging areas, medical stations, satellite JFOs, etc.
- d. Assess the need to request assistance (mobile or portable equipment) through Emergency Management from SEOC.
- e. Assess the need for and obtain support as needed / required for private communications infrastructure.
- f. Deploy mobile communications vehicles to coordinate response agencies in the stricken areas. County departments, Sheriff's Deputies, Fire, EMS and other agencies have 800 MHz radios.
- g. Maintain an activities log.
- h. Prepare and process reports using established procedures. Focusing attention to the production of "After-Action Reports". These will be critical for review of ESF activities and procedures.
- i. Coordinate communications support to all responders and volunteer agencies as required.
- j. Prioritize the deployment of services, based upon available resources and critical needs.



CEMP – Infrastructure

- k. Coordinate ESF-2s needs and time frames with the SJC EOC and all others as required.
- l. Work in concert with the ESF-2 Coordinator to resolve all conflicts regarding communications resource allocation requests.
- m. Develop and promulgate information collection guidelines and procedures to enhance assessment, allocation, and / or re-allocation of communications assets.

VI. Responsibilities

A. General

This ESFs responsibilities are delineated in the State of Florida Emergency Recovery Plan, except as annotated herein.

B. Support Agencies

- 1. ESF-2 support agencies will be aware of their organization's capability to provide communications.
- 2. The agencies listed below will provide the indicated support to the local EOC efforts under this plan.

- a) County Warning Point

The County Warning Point is the communications center operated by St. Johns County Fire Rescue and provides 24-hour operations providing continuous communication with local, state, and federal agencies as well as issuing local warnings and advisories to emergency response personnel.

Equipment and systems utilized in the County Warning Point are:

- Local Sheriff's Frequency - 800 MHz
- Local Fire Frequency Network - 800 MHz
- Alert St. Johns (Everbridge)



- Satellite Communications

b) Emergency Management Division

Emergency Management operates routinely from 0800 hours to 1630 hours on weekdays unless activated. When activated, the Emergency Operations Center section will operate 24 hours daily until de-activation. The communications capabilities of this department are as follows:

- IPAWS (EAS)
- Alert St Johns
- Local Sheriff's Frequencies - 800 MHz
- Local Fire Frequencies - 800 MHz
- Satellite Telephone
- Amateur Radio Network (Ham Radio Operators)
- Cell phones and landlines

c) ARES (Amateur Emergency Radio Service)

ARES will provide support to ESF-2 with Amateur radio networks / systems, operators and emergency public communications during emergencies and major disasters. They will also provide communications systems and operators, which will link mass care facilities directly to the EOC.

VII. Resource Requirements

A. Critical Assets for the Initial Response

The assets listed below are of critical importance to providing communications within the county during emergencies or disasters:

1. Mobile communications equipment.
2. 800MHz multi-channel base and mobile radio systems.
3. Local base radio compatible "Handheld Portables".
4. Independent electrical power supply for base units.
5. Trained personnel available for both base and field response.



CEMP – Infrastructure

6. Satellite phones/radios.

VIII. Drills, Training and Exercising

- A.** Due to the importance of communications during an emergency, all communications systems will be periodically tested. All communications systems should be tested in annual exercises. Since most modes of communications are used during the normal daily activities, periodic drills for these systems are not necessary, although their status should be reviewed at least weekly. Should any problems be noted, the Emergency Management Director should be promptly notified.
- B.** Communications Officers within St. Johns County are generally trained “On-The-Job” and are required to do 4 hours of additional training monthly. Communications drills/exercises are conducted at least annually.

IX. Pre-Deployment or Staging of Communication Resources

Communications equipment will be pre-deployed to shelters, distribution sites and staging area prior to the disaster if time permits.

X. Resources to Meet Staffing Patterns for 24-Hour Operation of Communication System

The ESF-2 Coordinator is responsible for ensuring the coordination and development of a staffing pattern that will ensure all communications systems are operated on a 24-hour per day basis, as required throughout the emergency/disaster operation. This includes shelters, EOC staffing, and other requirements.

XI. Priority for Repair and Restoration of Communication Systems Damaged During a Disaster

- A.** The 800 MHz radio communications system, including all tower sites, will give priority as follows:
 1. Law Enforcement
 2. Fire / EMS
 3. School District (also VHF)
 4. Emergency Management
 5. Public Works/Utilities
- B.** 911 Phone Systems



CEMP – Infrastructure

C. Other County Communication Systems

XII. Communications Systems Used to Transmit and Receive Information

A. Radio Types

1. 800 MHz
2. VHF
 - a) High Band
 - b) Low Band
3. UHF

B. Phones

1. Cellular
2. Land Line
3. Satellite Phone / Radio

C. Other

1. Internet
2. Alert St. Johns (Everbridge)
3. Email
4. Social Media
5. GTV



CEMP – Infrastructure

Public Works / Engineering *Emergency Support Function 3 (ESF-3)*

I. General

- A. Primary Agency:** St. Johns County Public Works
St. Johns County Utilities
- B. Support Agency:** City of St. Augustine
City of St. Augustine Beach
St. Johns County Facilities Maintenance
Florida Department of Transportation

II. Facilities

A. Reconstruction of Vital Transportation Infrastructure

Primary goal of ESF-3 is the establishment of procedures and priorities for the clearing, repair and / or reconstruction of damaged transportation route including roads, bridges, and other vital transportation infrastructure.

B. Restoration of Public Infrastructure

ESF-3 will coordinate with ESF-1, ESF-2, ESF-4, ESF-12, ESF-16, Emergency Management Director, public officials, municipalities, power companies and utility companies in identifying procedures and establishing priorities for the restoration of critical public services and facilities. This will include the supply of adequate potable water, restoration of water supply systems and provisions for water for Firefighting.

C. Demolition or Stabilization of Damaged Facilities

ESF-3 in coordination with ESF-5 (Emergency Management) will develop procedures for the demolition or stabilization of damaged structures and facilities designated as immediate hazards to public health and safety. Private and / or public engineering firms / agencies will be consulted if and when required.



D. Activation of Debris Management Plan

ESF-3 in coordination with County Administration and Emergency Management may activate the Debris Management Plan for the County.

This may include activating pre-established Debris Management Contracts with private vendors. The St. Johns County Debris Management Plan is in Appendix H.

III. Resources

A. Inventory of Restoration Resources

An inventory of personnel, vehicles and equipment needed for the restoration of infrastructure is maintained in the St. Johns County Public Works Department and Utilities Department and is updated at least annually.

B. Pre-Positioning of Resources

ESF-3 will develop procedures, which will provide for the pre-positioning of resources when it becomes apparent that skilled construction workers, engineers, vehicles and construction materials will be necessary. The following list of sites will be used to pre-position resources:

SITE	ADDRESS
Simms Pitt	1250 South St. Johns Street Closest intersection King Street & South St. Johns Street
Onion Patch Pitt	1762 Borrow Pitt Road Closest intersection Scott Road & SR-13
Smith Road Staging Yard	8220 Smith Road, Hastings
SJC Road & Bridge	2740 Industry Center Rd St. Augustine, FL 32084
St. Johns County Fairgrounds	Highway 207 West of I-95 Elkton, FL 32033
St. Johns County Utility Warehouse	2104 Arc Drive St. Augustine, FL 32084



CEMP – Infrastructure

C. ESF-3 Staffing Patterns

ESF-3 will identify resources to ensure 24-hour staffing patterns for restoration of infrastructure, when required. If internal resources are not available to establish the 24-hour staffing patterns, a coordinated recommendation will be presented to the EM Director to request additional resources.

D. EOC Coverage

ESF-3 is part of the EOC staff and will ensure a 24-hour staffing pattern for EOC coverage. ESF-3 EOC representatives will coordinate public works and engineering functions with other EOC staff and Emergency Management Director, as required, to ensure proper resourcing and exchange of information.

IV. Priority List for Streets and Roads for Debris Removal

A. Guidelines for Establishing Priorities for Debris Removal

1. First – Tasks relating to lifesaving or life protection and search and rescue operations.
2. Second – Tasks relating to providing supplies and services to meet basic human needs.
3. Third – Tasks relating to security and protection of property.
4. Fourth – Tasks relating to road and bridge clearance and maintenance to allow utility company's access to areas for restoration of services to the public.
5. Fifth – Other projects.



CEMP – Infrastructure

Resource Support

Emergency Support Function 7 (ESF-7)

I. General

A. Primary Agency: St. Johns County Purchasing

B. Support Agency: St. Johns County Disaster Recovery
City of St. Augustine
City of St. Augustine Beach
St. Johns County Airport Authority
St. Johns County Clerk of the Court
St. Johns County Finance Department
St. Johns County Office Management and Budget
St. Johns County Personnel Department
St. Johns County Sheriff's Office

II. Introduction

A. Purpose

The purpose of this plan is to publish guidance on providing logistical and other resource support to local agencies involved in delivering emergency and recovery efforts for disasters and / or emergency operations.

B. Scope

The St. Johns County Purchasing Department is designated as the primary agency for ESF-7 with responsibility for providing direct and active support to emergency and recovery efforts during the immediate response phase and during the recovery phase following a disaster. Documenting resource requests and purchasing procedures are a vital component of the ESF-7 function.

III. Policies and Procedures

A. Procedures for Providing Supplies and Equipment

Supplies and equipment requirements will be met with on-hand inventories. Additional re-supply or equipment requirements will initially be sourced locally, when local inventories are expended, needed equipment and/or supplies will be



CEMP – Infrastructure

requested from the State EOC via a mission in WebEOC. Supplies used from local inventories will be replaced as soon as possible during or after the disaster. Equipment damaged or destroyed during the disaster or in the response or recovery phases will be replaced or repaired as soon as possible.

B. Furnishing of Resource Support and Materials

Each supporting agency has agreed to provide resource support from their existing inventories to the fullest extent possible. Re-supply and / or additional resources will be provided as outlined above. Inter-local mutual aid agreements will be utilized prior to seeking State aid.

C. Procurement Process

ESF-7 has responsibility for locating, procuring and issuing resources, such as office supplies and equipment, miscellaneous disaster response and recovery supplies and equipment, fuel contracting services, personnel, heavy equipment and transportation of such in coordination with ESF-1 and ESF-3. Procurement will be made in accordance with current State and Federal laws and regulations, which include emergency procedures under Florida Statutes.

D. Transportation of Resources

Transportation of resources into the affected area will normally be from the staging area at the County Facilities or School District Transportation Facility. ESF-7 will coordinate transportation requirements with ESF-1 to ensure timely delivery of disaster relief supplies and equipment. All resources will not necessarily come from the Staging Area; some may be directly delivered by private contractor into the affected area. ESF-7 will be the primary lead agency for coordinating the delivery and receipt of resources into or within the County.

E. Staging of Resources

The primary Staging Area for the County has been established at the St. Johns County Utility Warehouse off Inman Road/SR-16. Additional staging areas may be established in other municipalities or local community within the County during a disaster, as required. The facility provides office space, a covered storage area and has the ability to accept 53ft. trailers for deliveries.



CEMP – Infrastructure

F. Leasing of Real Property

If required during a disaster, the leasing of buildings or warehouses, or the replacement of damaged or destroyed facilities will be accomplished by ESF-7 in coordination with the St. Johns County Land Management Department.

G. Tracking of Loaned Property and Equipment

Before loaning any items of property or equipment to any outside agency, the Department Head will coordinate with ESF-7 for approval. If approval is granted, ESF-7 will maintain a record of such loans, indicating the type of property or equipment, the date of the transaction, the agency and location to which the loan is made, and the estimated date of return. Each department head is also responsible for ensuring that property and equipment loaned to them is documented.

H. List of Required Resources

After completion of needs and damage assessment reports, a list of required resources will be developed by each ESFs member and supporting agency and a copy furnished ESF-7 for consolidation. ESF-7 will provide a consolidated copy of resource requirement to local vendors and volunteer groups that may supplement local resources. Resource requirements beyond the local capacity to provide will be requested from the State EOC via WebEOC.

I. List of Available Resources and Locations

In coordination with each department head, ESF-7 primary agency is requested to maintain a current list of County Department available resources, with written procedures on how to obtain them, their location and an after-hours point of contact. Copy of the procedures will be furnished to Emergency Management. Changes to these procedures will be made annually, if needed, and copies furnished to Emergency Management.

IV. Security of Resources

Security for resources at activated staging areas and facilities will be coordinated by ESF-16.



CEMP – Infrastructure

V. Support Requirements For ESF-7

A. Human Resources

Staffing of ESF-7 will be derived from the primary and support agencies. Additional staffing requirements will be requested through Emergency Management Director.

B. Other Resources

Vehicles and other equipment may be required for ESF-7's operations and will be provided by the primary and support agencies. Additional requirements will also be submitted to the Emergency Management Director.

C. Mutual Aid Agreements

Inter-local mutual aid agreements will be utilized to the fullest extent prior to requesting aid under the Statewide Mutual Aid Agreement.



CEMP – Infrastructure

Energy

Emergency Support Function 12 (ESF-12)

I. General

- A. Primary Agency:** Florida Power & Light (FPL)
JEA
- B. Support Agency:** Beaches Energy
City of St. Augustine
City of St. Augustine Beach
St. Johns County Emergency Management
St. Johns County Public Works
St. Johns County Fleet Maintenance
TECO People's Gas
St. Johns County Facilities Maintenance

II. Introduction

A. Purpose

This Emergency Support Function (ESF) is to promulgate the policies and procedures to be used by the St. Johns County Fleet Maintenance and electric utilities in responding to automotive fuel shortages, electric power outages and capacity shortages which impact or threaten to impact significant numbers of citizens. Automotive transportation fuel shortages may be caused by the disruption of normal supply distribution during severe storm / tropical weather conditions. Electrical power outages and capacity shortages may be caused by unusually hot or cold weather, short-term electric fuel transportation and supply shortages, transmission and distribution disruptions, severe storm / tropical weather conditions or power plant outages.

B. Scope

ESF-12 Energy involves coordinating the provision of emergency supply and transportation of automotive fuels and the provision of emergency electric power to support immediate response operations as well as restoring the normal supply and transportation of automotive fuels and electric power to normalize community functioning. This ESF will work closely with federal, state, energy suppliers and distributors. The scope of this ESF includes:



CEMP – Infrastructure

1. Assessing the electrical system damage, energy supply, demand, and requirements to restore such systems.
2. Assess natural gas distribution lines for compromise or damage.
3. Assisting local and state departments and agencies in obtaining fuel for transportation and emergency operations.
4. Recommending, as needed or required, local ordinances or resolutions for energy priorities and emergency operations
5. Coordinating with ESF-1 (Transportation), ESF-3 (Public Works and Engineering) for assistance in helping energy suppliers obtain equipment, specialized labor, fuel, and transportation to repair or restore energy systems.
6. Recommend local actions to save fuel.
7. Coordinate with ESF-14 (Public Information) in providing emergency energy information, education, and conservation guidance to the public. Before the release of information to the public, ESF-14 will coordinate with suppliers, State and Federal authorities related to energy needs and shortfalls.
8. Coordinating information with local, state and federal officials and suppliers about available energy supply recovery assistance.
9. Providing technical assistance involving energy systems.
10. Recommending to the State and Federal Coordinating Officer priorities to aid restoration of damaged energy systems.

III. Policies

- A. St. Johns County Facilities Maintenance will serve as the lead county agency in responding to emergencies regarding electric service outages and electric generating capacity shortages by providing emergency generating systems and support for the systems. The Florida Power and Light Corporation (FPL), Jacksonville Electric Authority (JEA), and Beaches Energy and their employees will be responsible for any functions



CEMP – Infrastructure

that require their expertise. (Down power lines, restoration of electric service, etc.) St. Johns County Purchasing, in conjunction with SJC Fleet Maintenance, will serve as the liaison regarding automotive transportation fuels and other energy resources in the private sector.

- B. This ESF will be activated upon notification of a potential or occurrence of a disaster or emergency.
- C. Upon activation of the Emergency Operations Center (EOC), the EMD will notify the ESF-12 liaisons that are designated to serve in the EOC.
- D. ESF-12 will interface with ESF-1, ESF-3, energy offices, energy suppliers, energy and fuel distributors, regarding needs assessments and resource availability.
- E. ESF-12 will also coordinate with ESF-14 on the release of information to the public advising residents (including the electricity dependent) on the necessity to conserve energy, energy outages and other related energy issues.
- F. ESF-12 will establish procedures to ensure coordination of information with state and federal officials and energy suppliers regarding energy supply recovery assistance. This information will be accomplished through ESF-12 in the State EOC.
- G. All requests for fuel and power assistance will be processed by ESF-12 representatives in the EOC in coordination with ESF-7 (Resource Support) and with ESF-12 in the State EOC for requirements beyond local capabilities.

IV. Situation

A. Disaster Conditions

1. Electric energy shortage conditions are those in which the supply of electric power to customers could be in jeopardy due to either generation capacity shortages and / or transmission limitations. It is expected that generation capacity shortfalls would be due to extreme weather conditions. However, they could also be the result of higher than projected demand for energy during periods when generating units are normally unavailable due to scheduled maintenance or unplanned generating unit outages.
2. Other energy shortages, such as interruptions in the supply of gas or other petroleum fuels for automotive transportation and other industrial uses,



may result from extreme weather conditions, strikes, war or international embargoes.

B. Planning Assumptions

1. St. Johns County Facilities Maintenance will be the primary agency in responding to emergencies of electric service outages and electric generating capacity shortages to supply emergency power generating capabilities. The supplier of the electric service will be notified of the outage and requested to restore the electric service.
2. During periods of abnormal weather or in the event of multiple unanticipated generating unit outages, there may be times when generating capacity is limited or falls below customer demand.
3. There may be widespread and prolonged power failure. With no electric power, communications will be affected; traffic signals will not operate, which could cause traffic problems. Such outages will have an impact on public health and other safety services, including the movement of petroleum products for transportation and emergency power generation.
4. The lead agency of the ESF, upon notification of a potential or actual generating capacity shortage, shall communicate and coordinate with the state and local agencies when prioritizing emergency support and energy restoration.
5. There may be some hoarding of fuel. If the public perceives prolonged fuel scarcities, the hoarding of fuel may increase greatly.
6. Water pressure systems may be low or zero, affecting facilities essential to the health and safety of the public, hampering fire suppression capabilities, and sewer systems may not function.
7. Coordination and direction of all local efforts including volunteers will be required.
8. Damaged areas will be restricted and not readily accessible, except, in some cases by air.
9. St. Johns County EOC will be activated for large scale disasters.



CEMP – Infrastructure

V. Concept of Operations

A. General

When electric utility operating reserves are nearly exhausted and there is imminent possibility of curtailment or loss of firm load, or when other energy supplies (such as natural gas or automotive transportation fuels) are disrupted, an appraisal of the situation is made by designated authorities / personnel and action is taken in accordance with this ESF. Emergency personnel are notified and mobilized to direct and coordinate relief efforts, to communicate with the public and appropriate governmental agencies, and to restore normal service when the emergency is over. These response actions are carried out to maintain energy systems and to minimize the impact on St. Johns County's citizens.

B. Organization

1. At the state level, the Public Service Commission and the Division of Emergency Management will assume primary responsibility for ESF-12 activity.
2. At St. Johns County level, the Facilities Maintenance Department and a representative from the electrical utilities will assume primary responsibility for ESF-12 activity.
3. Upon activation of ESF-12, Facilities Maintenance will be responsible for ensuring that energy concerns are addressed. Additional support agencies and organizations may be utilized, and will either be tasked to provide a representative to the EOC or to provide a representative who will be immediately available via phone.

C. Notification

Upon activation of the St. Johns County EOC, an Alert St. Johns notification will be sent to notify all ESF-12 supporting agencies to report for duty.

VI. Response Actions

A. Initial Actions

1. Activate the EOC.



CEMP – Infrastructure

2. Activate the Disaster Response / Recovery Plan.
3. Activate the Logistics Strategy which includes a Fuel Plan.
4. Contact utility providers (as appropriate) to obtain information about damage and / or assistance needed in their areas of operation.
5. Assign local emergency response / damage assessment teams to the disaster areas to determine possible affected areas, industry and resources needed for energy restoration.
6. Monitor the procedures followed by individual utilities during energy generating capacity shortages to ensure countywide action and communication.
7. Coordinate with ESF-1, ESF-3 and other support agencies and organizations when appropriate, regarding needs assessment and resource availability.
8. Estimate the expected duration of emergency event, explanation of actions, and recommended actions in support of the utilities.
9. Inform appropriate state and local news organizations about generating capacity shortfalls.

B. Continuing Actions

1. Continue to communicate with and monitor state and local utility response actions.
2. Receive, assess and submit requests for aid from state and federal agencies, energy offices, energy suppliers and distributors.
3. Request, when appropriate, resources needed to repair damaged systems. Such resources could include transportation to speed system repairs.
4. Work with State Coordinating Officer, the Florida Public Service Commission and other state organizations to establish priorities to repair damage to the local system.



CEMP – Infrastructure

5. Continue to update local news organizations, through the Public Information Officer (PIO), with accurate assessments of energy supply, demand and requirements to repair or restore energy systems.
6. Keep accurate logs and other records of emergency responses.
7. Begin to draft recommendations for after-action reports and other reports as appropriate.

C. Fuel Shortage

In the event of a shortage of automotive and / or transportation fuels, ESF-12, ESF3 and ESF-7 will be responsible for coordinating with SEOC, industry trade groups and associations to obtain needed fuel supplies.

D. Damage to Energy Systems

ESF-12 will obtain the necessary resources needed to repair damage to energy systems. If resources are not available in the County, requests will be made to the State EOC via WebEOC.

E. Public Information

ESF-3 will communicate and coordinate with ESF-14 on new releases to keep the public apprised of generating capacity shortfalls.

F. Documentation

ESF-12 will cooperate with the Florida Public Service Commission and Florida DEM on the documentation of case histories of power and fuel experience in responding to the disaster.

VII. Support Agencies

A. ESF-1 | Transportation

1. Will share data about transportation use requirement to integrate them into ESF-12's (Energy) assessment of total energy needs.



CEMP – Infrastructure

2. Will also coordinate with ESF-12 in assisting energy suppliers with the procurement of equipment, specialized labor, and transportation to repair and restore energy systems.

B. ESF-3 | Public Works

1. Will assist with emergency clearance of debris for reconnaissance of the damaged areas and passage of utilities workers, emergency personnel, supplies and equipment for life saving, life protecting, health and safety purposes during the immediate response phase.
2. Will assist with temporary clearing, repair or construction of emergency access routes, which include damaged streets, roads, bridges, waterways, airfields, railways and any other facilities necessary for passage or rescue personnel, or transport of fuel.

C. ESF-14 | Public Information

Will communicate and coordinate with ESF-12 regarding news releases about generating capacity shortfalls, requests for energy conservation, and electric or other energy restoration.

VIII. Resource Requirements

A. Assets for response include:

1. Adequate personnel to staff the local EOC
2. ESF-12 will coordinate with ESF-1, ESF-3, and ESF-7, as well as private organizations in the procurement of emergency vehicles for fuel transportation.
3. Communications equipment needed:
 - a. Cell Phones
 - b. 800 MHz
 - c. Agency Radios
 - d. ARES
 - e. Landlines
 - f. Handheld portable radios



CEMP – Infrastructure

- g. Satellite phones/radios

IX. Statutory Authority for Energy Prioritization

Reference is made to the Florida Public Service Commission and U.S. Department of Energy published rules.

ST. JOHNS COUNTY
COMPREHENSIVE EMERGENCY
MANAGEMENT PLAN

2025

NIMS | ESF Emergency Support Functions

Human Services





CEMP – Human Services

Human Services Section

Emergency Support Functions 6, 8, 11, 15, 17, 18

I. General

Coordinating Agency:

Section Chief:

St. Johns County Emergency Management

EMD or Designee

Primary Agencies:

St. Johns County School District

Florida Department of Health - St. Johns

St. Johns County Parks and Recreation

St. Johns County Emergency Management

St. Johns County VOAD

St. Johns County Animal Control

St. Johns County Chamber of Commerce

Support Agencies:

- American Red Cross
- Anastasia Mosquito Control
- ARES
- City of St. Augustine
- City of St. Augustine Beach
- UF Health St Johns
- H.A.W.K.E. Wildlife
- ST. Johns County Housing Partnership
- Home Health Agencies
- Salvation Army
- St. Johns County Cattlemen's Association
- St. Johns COA
- St. Johns County Economic Development
- St. Johns County Extension Service
- St. Johns County Fire Rescue
- St. Johns County Horse Council
- St. Johns County Health and Human Services
- St. Johns County Housing and Community Services
- St. Johns County Large Animal Rescue
- St. Johns County Marine Rescue
- St. Johns County Medical Examiner
- St. Johns County Sheriff's Office
- St. Johns County Tourist Development Council
- St. Johns County Veterinary Society
- Long Term Recovery Organization (LTRO)
- St. Johns Wildlife
- Stuart-Marchman Act Behavioral Healthcare
- VA Medical Center



CEMP – Human Services

II. Organization

The Human Services Section includes the following Emergency Support Functions (ESFs), and assigns coordinating responsibilities to the following primary agencies:

<u>ESF</u>	<u>Primary Agency</u>
ESF 6 – Mass Care	St. Johns County School District
ESF 11 – Food and Water	St. Johns County Parks and Recreation
ESF 15 – Volunteers and Donations	St. Johns County Emergency Management, St. Johns County VOAD, United Way
ESF 17 – Animal and Agriculture	St. Johns County Animal Control
ESF 18 – Business	St. Johns County Emergency Management

III. Introduction

A. Purpose

The purpose of the Human Services Section is to coordinate emergency response actions and the use of resources to support the needs of disaster survivors before, during and after a disaster. Primary activities relate to mass care, emergency food and water, volunteers and donations, animals, public health and special needs and economic recovery.

B. Scope

The scope of this Section applies to natural or human-caused disasters or emergencies whenever survivor support is required, in either a declared or undeclared emergency. The scope includes, but is not limited to performing the necessary actions to:

1. Coordinate all shelter operations including Special Needs.
2. Coordinate the operation of mass feeding facilities in areas affected by disaster.
3. Coordinate relief efforts provided by volunteer organizations performing mass care functions.
4. Coordinate the donation of all materials to disaster response and recovery.



CEMP – Human Services

5. Provide resources and support to provide for survivors' needs and welfare in disaster, and/or coordinate deployment of state survivor services support resources.
6. Coordinate local resources in response to pet, farm and wild animal emergency needs.
7. Provide for the health and medical needs of the County's residents before, during and after a significant disaster.

C. Policies

1. St. Johns County Emergency Management will activate the Human Services Section; including mass care, emergency feeding, animal control and public health when the St. Johns County EOC is activated or it becomes essential to activate this section.
2. Shelter operations are conducted under an inter-local agreement (Resolution 2019-150¹) with St. Johns County School District. School District employees including Principals, Maintenance Supervisors and Cafeteria Staff have received Shelter Manager Training. Volunteers from the ARC and ARES Radio Operators will augment the shelter staff.
3. Human services operations and activities will be coordinated within the operational protocols of its functional agencies and the primary functional agencies in the SEOC.
4. Florida Department of Health - St. Johns under ESF-8, Health and Medical Services, will coordinate public health and the special needs shelter operation. They will also coordinate with State ESF-8.
5. St. Johns County is a signatory to the Statewide Mutual Aid Agreement and may request assistance through this agreement.
6. All functional agencies will maintain properly trained and certified disaster response personnel regardless of pay or volunteer status.

¹ St. Johns County Resolution 2019-150 is on file with the St. Johns County Division of Emergency Management



7. Each primary and support agency representative will prepare an inventory of resources to include personnel, equipment and vehicles and will update it annually.

D. Planning Assumptions

1. A significant disaster, emergency condition or other major incident will be of such severity and magnitude as to require all local resources and state resources, including the Florida Department of Health, Florida Department of Agriculture and Consumer Services, Florida Department of Children and Families, Florida Department of Elder Affairs, ARC, Salvation Army, and other public and private agencies and organizations to supplement local human services response efforts to save lives.
2. Response requirements of the disaster or emergency incident will cause an immediate and continuous demand for these resources, which will eventually exceed the capabilities of the affected local agency.
3. A major disaster will have an immediate impact on the ability of the local community to provide for survivors. Most likely incidents include transportation and / or hazardous material accidents due to rail, air, water and roadway transportation; weather-related incidents such as storm surge, flooding, tornado or wildfires. Such incidents would potentially require human services dealing with large numbers of survivors with mass care needs, identification issues, death notices, mass medical and morgue requirements, and post-incident mental health counseling. The ability to provide these services may be disrupted by widespread damage to the infrastructure and distribution networks, and contaminated water sources and food. Local emergency facilities may be over-extended and field hospital or medical treatment facilities might be required on short notice.
4. Initial response during the first 72 hours after impact will be the responsibility of local agencies. Once local resources have been expended, agencies may request assistance by utilizing the Statewide Mutual Aid Agreement, to which St. Johns County and all its municipalities are signatories.
5. State mass care, health and safety resources may be sought by the affected local emergency response agency in addition to other requested assistance. When the Governor declares an emergency, assistance may be



CEMP – Human Services

obtained from any city or county emergency response agency throughout the state, pursuant to Florida Statute 252.

6. Coordination and direction of local efforts, including volunteers, will be required.
7. Damaged areas may initially be inaccessible except, in some cases, by air, and may require extraordinary methods to provide for survivors' immediate health and welfare needs.
8. Emergency responders may also become disaster survivors and increase the number of volunteers needed to assist in mass care, health and safety issues.
9. When the immediate threat has subsided, individuals and relief organizations from outside the disaster area will respond to the perceived need for materials, supplies and personnel to assist in the impacted area.

IV. Concept of Operations

A. General

1. The NIMS will be the organizing structure for disaster operations, with the Coordinating Agency Representative designated as Section Chief. If appropriate, a Unified Command structure may be initiated by the EMD.
2. The Primary Agency for each ESF will coordinate the provisions of supporting agencies' disaster response resources, including personnel, supplies and equipment.
3. Each Primary Agency will assign a representative capable of committing and coordinating their agency's resources to the Human Services Section at the EOC. Agency personnel will be assigned to cover 24-hour operations, if requested.
4. The Section Chief will report to the EOC Operations Coordinator or EMD designee and will be the point of contact for coordination with other NIMS Functional Sections, including Planning, Infrastructure Support, Emergency Services and Finance / Administration.



CEMP – Human Services

5. Each ESF within the Human Services Section will coordinate with other agencies through the Section Chief.
6. The Section Chief will plan, coordinate and request all State resources of support agencies through the St. Johns County EOC.
7. Public information and press releases will be coordinated and issued by the EOC PIO with information provided to the Section Chief by Primary and Support Agencies.

B. Notification

1. Advance Warning – In the case of hurricanes, ample time would be available for response agencies to alert personnel in anticipation of the occurrence. Equipment and supplies may be reallocated and pre-positioned at appropriate locations. Resources should be located in storm-protected facilities during the height of the storm to be ready to respond as soon as conditions allow.
2. No-Notice Occurrence – St. Johns County Fire Rescue Communications Center personnel will initiate the response protocol appropriate to the incident. The EMD or designee will be notified and initiate EOC activation, depending upon available information regarding the severity and magnitude of impact. Upon direction by the ranking officer or EMD, St. Johns County Fire Rescue Communications Center will initiate additional notification of appropriate agency personnel under prescribed communication protocols.
3. Upon notification by the SWO of a potential or actual event requiring response, the on-duty Communications personnel will notify the EMD. The EMD will authorize notification of appropriate Primary and Support Agencies by telephone or through the Communications Center protocols.
4. Upon notification by St. Johns County Fire Rescue Communications Center or Alert St. Johns notification, Primary and Support Agency representatives will report to the EOC or other designated location.
5. Pre-incident and ongoing activities will be monitored by each Primary Agency and coordinated with St. Johns County EOC and other local and State agencies, as appropriate.



CEMP – Human Services

V. NIMS Functions

Referenced ESFs will follow this management plan.



Mass Care

Emergency Support Function 6 (ESF-6)

I. General

Primary Agency:	St. Johns County School District
Support Agencies:	American Red Cross ARES St. Johns County VOAD Stuart-Marchman Act Behavioral Healthcare UF Health St Johns St. Johns County Animal Control St. Johns County Fire Rescue St. Johns County Marine Rescue St. Johns County Sheriff's Office St. Johns County Housing Partnership St. Johns County Health and Human Services Salvation Army Florida Department of Health – St. Johns

II. Tasking of Sheltering Operations

When a local state of Emergency is declared by the Chairman of the Board of County Commissioners or County Administrator, as outlined in Ordinance 2021-4, and the decision to order an evacuation and open shelters is made, the EMD will coordinate with the St. Johns County School District. The School District will contact their trained shelter managers and begin to open designated shelters as soon as possible. St. Johns County Animal Control will begin preparing Pet Friendly Shelters. Florida Department of Health in St. Johns County will begin preparing the Special Medical Needs Shelter(s). Information of the evacuation and the opening of shelters will be provided to the media and citizens by the PIO through formal press conference, press release, social media, IPAWS, Alert St. Johns notification, Emergency Management Website, and GTV.

III. Establishment of Mass Feeding

St. Johns County School District has responsibility for establishing mass feedings at each of the shelters. A basic human need assessment will be made early in the recovery phase to determine if and where mass feeding sites will be established throughout the County outside of the shelters. One option will be to establish such sites at or near each shelter and will include the feeding site and possibly a comfort station. These operations will likely be managed through non-profit



CEMP – Human Services

organizations such as the Red Cross and Salvation Army. The mass feeding sites and comfort stations would be for the use of the general public who do not require sheltering and for relief workers in the area. It is not anticipated that these additional functions would interfere with the shelter operations.

IV. Coordination and Management of Relief Effort Resources

ESF-6 will coordinate with ESF-11 who will be operating the County Logistical Staging Area to ensure the proper receipt and distribution of relief goods and services. ESF-6 in coordination with other ESFs and Emergency Management will determine where such goods and services are needed. After coordination between ESF-6, ESF-11 and ESF-15 is accomplished, ESF-11 and ESF-15 will be responsible for implementing the disaster relief plan by ensuring timely and proper distribution of relief effort resources.

V. Emergency First Aid in Shelters and Emergency Stations

ESF- 4 & 9 will provide first aid support to shelters, feeding sites, comfort stations and other emergency stations within their available resources. Additional first aid resources will be coordinated with and provided by ESF-8 from their available resources and or through mutual aid agreements. St. Johns County Marine Rescue will be assigned to shelters to provide basic first aid and St. Johns County Fire Rescue will provide a paramedic to each shelter for emergency response.

VI. Information on Mass Care Activities

Information concerning mass care activities and requirements will be determined from the needs assessment that is accomplished as early as possible in the recovery phase. ESF-6 will collect the information and will coordinate with ESF-5, ESF-7, ESF-8, ESF-11 and ESF-15 on securing necessary resources as well as determining where and how the relief goods and services will be provided.

VII. Staffing Pattern for Shelter Operations

St. Johns County School District representatives will develop a staffing pattern for 24-hour operation of all shelters. (ESF-8 is responsible for ensuring staffing patterns for 24-hour medical operation of the Special Needs Shelter and ESF-17 is responsible for ensuring staffing patterns for 24-hour operation of the pet friendly shelters). It is anticipated that home health care organizations will not be making house calls during emergencies since their patients will be in shelters so they may provide medical service support at the shelters which will be coordinated



CEMP – Human Services

with ESF-8. If the emergency is of a lengthy duration, consideration will be given to contracting out shelter first aid to a home health agency.

VIII. Reuniting Separated Families

Shelter managers will be pro-active in assisting separated family members in reuniting with their families. This will be accomplished by use of public address systems at each shelter and other communications means available. If these measures fail, ESF-6 will request the assistance of ESF-16 in locating and reuniting family members. A copy of each shelter registration list will be provided to ESF-6 in the EOC, who will act as a central clearinghouse. A volunteer worker or a county staff member will be tasked to coordinate this action. See Shelters, Appendix J, for a copy of the Shelter Registration Forms.

IX. Emergency Power for Shelters

Most shelters in St. Johns County do not have emergency power generation capability, currently there are only two (2) shelters with emergency power capabilities. They are the Special Needs Shelters at Pacetti Bay Middle School and Freedom Crossing Academy. Requirements for other possible shelters have been identified in the annual shelter retrofit report submitted to FDEM. If shelters are without commercial power or emergency power, mass feeding will be accomplished by using Meals-Ready-to-Eat and / or canned food items until power can be restored. In addition, local restaurants will be used to provide meals to supplement feeding until generators are secured or until commercial power is restored.

X. Opening and Closing Shelters

The opening and closing of shelters will be accomplished by the St. Johns County School District after the decision is made in conjunction with the Emergency Management Director and other members of the Executive Policy Group.

XI. Responsibility for Shelter Operation

The St. Johns County School District, with assistance from St. Johns County Emergency Management, is assigned responsibility for registration, staffing, feeding, medical care and other logistical activities and support involved in shelter operations. Volunteers will be requested to assist with registration, custodial concerns and feeding. These volunteers may be secured from shelter occupants who do not have young children or elderly dependents to care for or requested from ESF-15.



CEMP – Human Services

XII. Security and Communications at the Shelters

ESF-16 is assigned the responsibility for security at each shelter. Communications from the shelter to the EOC is assigned to the St. Johns County School District using assigned radio equipment and AREAS Radio Operators. If additional security resources are required and cannot be provided by supporting agencies, contracts with private security contractors can be established. ARES Radio operators have been assigned to each shelter and antenna, coax and mast have been installed at each facility.

XIII. Assignment and Training of Shelter Staff

The St. Johns County School District will designate shelter managers and other shelter workers. St. Johns County Emergency Management will provide training to designated shelter workers, at least annually prior to hurricane season.

XIV. Designation of Short-Term Shelter

St. Johns County may use any public schools as a short-term, non-hurricane shelter in the event of a hazmat spill or other emergency event that requires only short-term sheltering. Coordination will be accomplished with the St. Johns County School District and shelter space will be limited to multi-purpose rooms or cafeterias.

XV. Sheltering Residents Outside of the Local Area

Under the certain circumstances, the State of Florida may request that St. Johns County support sheltering operations as a “Host County” in the event a hurricane or other disaster occurs elsewhere in the State. Under this plan, St. Johns County could be tasked to provide shelters for residents from the impacted counties. The State EOC will coordinate the actions through a series of conference calls prior to the landfall of the storm. When the tasking is anticipated, or received, the County EOC will be activated and the required staff members will report to the EOC for duty. Appropriate action will be taken by ESF-6 (School District) to open the required number of shelters in the County. ESF-16 will coordinate the traffic flow of incoming evacuees with road checkpoints directing them to the appropriate shelter.

XVI. Logistical Procedures for Meeting Food, Water, and Sanitation Needs at Public Shelters

ESF-8 in coordination with the St. Johns County School District, County Health Department and Environmental Health Unit will ensure that sanitation conditions at each shelter are maintained.



CEMP – Human Services

XVII. Temporary Housing

The St. Johns County Temporary Disaster Housing Plan has been created to establish a framework for addressing temporary housing for disaster survivors left homeless, and to identify the agencies which can be brought together to identify and activate housing resources. St. Johns County Emergency Management and St. Johns County Health and Human Services will be responsible for administering and maintaining the Temporary Disaster Housing Plan. The Temporary Disaster Housing Plan is in Appendix K.

- A. Small-Scale Disasters** – Small-scale disasters are defined as those operations where the federal government has not initiated a formal declaration of a disaster area. Federal funds are not usually available for survivor assistance if a disaster declaration has not been issued. The ARC has primary responsibility for temporary housing needs for disaster survivors in such a small-scale disaster. This aid is provided as “Additional Assistance” per ARC Procedure 3046. An ARC caseworker will interview each disaster survivor and will provide for those housing needs that are beyond the resources of the family.
- B. Large-Scale Disaster** – When the Federal government declares a site to be a disaster area, federal disaster relief legislation goes into effect and the resources of the various government agencies are placed at the disposal of the EOC. Primary local responsibility for the administration of temporary housing needs during a large-scale disaster will be the St. Johns County Housing and Community Services in coordination with Emergency Management. The St. Johns County Temporary Disaster Housing Plan will be enacted at this time.

XVIII. Logistical Support for Shelters

Emergency Management through ESF-11 will provide each shelter with a “Shelter Kit” that contains registration supplies, extension cords, fans, cots, etc. and also a bulk supply of water and MREs as needed. However, the standard practice will be that the School District will provide food for the shelters from their bulk food stocks. Resupply will be accomplished through local purchases from the County area food stores (See list of Major Food Suppliers below). Water will be provided from local sources if determined to be potable. If water is not potable, ESF-6 will coordinate with ESF-7 on securing water from commercial or other outside sources. Sanitation needs at the shelters is the responsibility of the School District in coordination with ESF-8 as identified above. If additional sanitation equipment support is needed, i.e. port-o-lets, ESF-6 will coordinate requirements with ESF-7 for commercial contacts.



CEMP – Human Services

XIV. Establishment of Food/Water Distribution Sites- Points of Distribution (PODs)

The purpose of PODs are to establish initial points where the general public will obtain life sustaining emergency relief supplies of food and water, until such time as power is restored, or stores with these items are open and stocked with supplies. ESF-11, St. Johns County Parks and Recreation, has been tasked with the operations and management of PODs. ²

² More in depth information on LSAs and PODs can be found in the St. Johns County Logistics Strategy which is on file with the St. Johns County Emergency Management.



CEMP – Human Services

XX. Major Food Suppliers

The following is a list of major food suppliers in the County:

Wal-Mart Super Center	Publix Stores	
<p>2355 US-1 South St. Augustine, FL Phone: (904) 797-3309</p> <p>845 Durbin Pavilion St Johns, FL Phone: (904) 417-9688</p>	<p>1033 A1A / Beach Blvd. 4255 US-1 South 125 Jenkins Street 55 Ava Way 955 State Road 16 84 Tuscan Way 120 Marketside Ave 2845 County Road 210 W 3777 Palm Valley Rd. 220 Front Street 4413 Town Center Pkwy. 450 State Rd. 13 7462 US1 North 2750 Race Track Rd. 670 Marsh Landing Pkwy. 835 CR210 W 155 Bartram Market Dr 11025 eTown Pkwy 205 Rivertown Shops Dr 170 Village Commons Dr 7462 US Hwy 1 North 2750 Race Track Rd</p>	<p>461-0231 794-1100 808-0514 827-1448 819-6518 940-2889 825-0263 230-3939 273-6565 280-5440 564-3632 230-3201 824-3334 230-3970 260-6565 944-8971 940-3357 826-3537 230-3939 230-3970</p>
	Winn Dixie Stores	
	<p>1010 S. Ponce De Leon 3551 N. Ponce De Leon 3905 A1A South 2220 CR-210 West 100 Little Cyprus Dr 181 Blackford Way</p>	<p>829-5509 824-6233 471-5115 823-2122 895-7261 789-3877</p>
St. Johns Food Service		
<p>4 Louise Street St. Augustine, FL Phone: (904) 824-0493</p>		



CEMP – Human Services

Emergency Welfare Services

I. General

- A.** The purpose of this appendix is to provide the effective coordination of all public and private emergency relief agencies activities in major emergencies or disasters.
- B.** The goal of welfare services is to provide for the immediate needs of people during an emergency within St. Johns County. The following services should be provided:
 - 1. Food (mass feeding and shelter feeding)
 - 2. Shelter (temporary, emergency)
 - 3. Social services (homes, welfare, clothing, support, etc.)
 - 4. Basic medical
 - 5. Post-disaster assistance
- C.** The LTRO and ARC has responsibility for welfare services under ESF-6 Mass Care.
- D.** ESF-15 Donations and Volunteers representatives will coordinate with, and assist, ESF-6 and ESF-11 on providing donated goods to the public.

II. Concept of Operations

A. Coordination

- 1. The LTRO be the designated coordinator of Welfare Services for St. Johns County. This team will coordinate with the other supporting agencies and will manage the activities in emergencies related to:
 - a) Clothing (emergency receipt and distribution)
 - b) Feeding (in shelters and mass feeding)
 - c) Lodging (temporary housing, both short-term and long-term)
 - d) Social Services (welfare and related assistance delivered in home environments)
 - e) Inquiry (development of information to satisfy inquiries of relatives concerning the safety of families)
- 2. The Salvation Army will be requested to coordinate their relief effort and support with Emergency Management and other volunteer agencies.



CEMP – Human Services

B. Records

1. Copies of all records, lists of resources and assignment of personnel shall be supplied to St. Johns County Health and Human Services, the initiating agency and Emergency Management.
2. Emergency Management will distribute this information to the State and other agencies as necessary.
3. Records of emergency actions, logs, registered lists, etc. shall be supplied to the St. Johns County Health and Human Services within 48-hours of the conclusion of the emergency.

C. Shelters

See the Shelter Appendix.

D. Notification Procedures

1. The EMD, will alert and disseminate emergency information to the LTRO, ARC, Department of Children and Family Services (DCF), County Health Department, Salvation Army, Social Services and any other agencies that will assist in emergency welfare services.
2. Further dissemination of information and notification within Welfare Services will be the responsibility of the LTRO.

E. Communications

1. All existing communications available to the EOC will be utilized to support the operations of welfare services when required.
2. EOC communications will be handled in the following manner:
 - a) Telephone/Cell Phone
 - b) Amateur simplex frequencies determined by ARES
 - c) UHF and VHF Radios
 - d) 800 MHz Radios
 - e) Satellite Communications



CEMP – Human Services

3. Between the EOC and the Shelter, communications will be handled in the following manner:
 - Telephones/Cell Phone
 - Amateur simplex frequencies determined by ARES
 - UHF and VHF Radios
 - 800 MHz radios
 - Satellite Communications

III. Tasks

A. Federal Government

Federal assistance would normally be a post-disaster need after all local and state resources have been expended. Any federal assistance would be initiated by a request from the St. Johns County EOC through the SEOC.

B. State

1. Respond to St. Johns County's request for assistance as relayed through WebEOC, the SEOC or the SWO.
2. Florida Department of Health (FDOH) will:
 - a) Have primary responsibility for all state level welfare service functions.
 - b) Provide appropriate personnel for Special Needs Shelter Operations.
 - c) Appoint the district Emergency Welfare Services Coordinator to work with the local Health and Human Services Office. The Department of Children and Families will appoint Emergency Welfare Service Coordinators (EWSC) for DOH.
 - d) FDOH will be requested to assist Emergency Management in preparing requests for federal emergency and / or major disaster assistance related to welfare services. FDOH will also provide state



CEMP – Human Services

coordination and implementation of such assistance when it is provided following a Presidential Declaration.

- e) FDOH will be requested to administer the food stamp program under regular or emergency provision. When the regular program is inadequate to provide for the need of disaster survivors, FDOH will request from the Food and Nutrition Service, U.S. Department of Agriculture, the implementation of the emergency program with or without a Presidential Declaration.

C. Local

1. The local LTRO and ESF-15 will assume the position of Coordinator of Welfare Services.
2. The coordinator will work with all the enumerated government departments and volunteer agencies during an emergency, and is authorized to proceed with planning this action with all agencies concerned.
3. Provide shelter management training for volunteer staffing of all suitable buildings offered by churches, fraternal organizations and others.
4. Provide, if requested, shelter staff for those schools opened as shelters during emergencies and disasters.
5. Provide liaison personnel to the EOC.
6. Communicate disaster relief (welfare) inquiries (individual search and identification request) to and from areas outside the county.
7. Maintain registration information for each person at long term shelters managed by the Red Cross and consolidate this information at the Chapter Office for periodic report to EOC.
8. The LTRO's representative, or designee from another agency, will also accomplish the following responsibilities:
 - a) Coordinator of Welfare Services (LTRO) will:



CEMP – Human Services

- a. Maintain contact with private social service agencies and area churches to identify the services that can be provided by each.
 - b. Establish written welfare service aid agreements between local government and private social service agencies.
 - c. Provide public information via the JIC or PIO on plans for emergency welfare assistance and the procedures to obtain it in emergencies.
- b) Coordinator of Emergency Clothing (ESF-15) will:
- a. Establish a coordinated system of exchange information between sources of clothing to determine levels of ready supply.
 - b. Establish emergency receipt and distribution centers.
 - c. Arrange for the staffing of such centers by volunteers from appropriate agencies.
- c) Coordinator of Emergency Feeding (ESF-11 and ESF-15) will:
- a. Establish mass feeding sites throughout the County as needed. (See potential mass feeding and comfort station sites).
 - b. Assign appropriate organizations to support specific mass feeding points.
 - c. Coordinate with the ARC Supply Officer at the North East Florida Chapter.
 - d. Set up a list of sources of food for emergency mass feeding.
- d) Coordinator of Emergency Lodging (LTRO) will:



CEMP – Human Services

- a. Prepare and maintain a list of available lodging for short-term emergency use.
 - b. Refer to the St. Johns County Temporary Disaster Housing Plan for long term housing solutions.
- e) Coordinator of Social Services (LTRO) will:
 - a. Develop and maintain information on sources for delivery of social services during emergencies.
 - b. Plan the training of volunteers to expand social service work during emergencies.
 - c. Define and publicize basic levels of social services that will be available during emergencies.
 - d. Coordinate with the St. Johns County VOAD
- f) Coordinator of Welfare Inquiry (JIC and PIO) will:
 - a. Organize communications personnel to handle welfare inquiries.
 - b. Determine the best means for centralizing welfare inquiry action.
 - c. Arrange for a location in which to place the centralized information-handling unit.
- 9. Salvation Army will:
 - a) Assist welfare services upon request within its scope of capabilities.
 - b) Furnish a representative for liaison at the EOC upon request.
 - c) Establish support for the Coordinator of Emergency Feeding by detailing its capabilities for mass feeding in emergencies.



CEMP – Human Services

- d) Establish support for the Coordinator of Emergency Clothing.

IV. Supporting Plans

Each agency involved in these services is requested to prepare an SOG, which will support the responsibilities (tasks) appropriate to their participation. Each plan will be developed with the assistance of the EMD.



CEMP – Human Services

Health and Medical *Emergency Support Function 8 (ESF-8)*

I. General

Primary Agency:	Florida Department of Health - St. Johns
Support Agencies:	UF Health St Johns Home Health Care Agencies Home Medical Equipment Providers Long Term Recovery Organization St. Johns County Council on Aging St. Johns County Emergency Management St. Johns County Fire Rescue St. Johns County Health and Human Services St. Johns County Marine Rescue St. Johns County Medical Examiner St. Johns County School District St. Johns County Sheriff's Office Stewart-Marchman Act Behavioral Health

A. Function

1. Provide medical and health related support to state and local entities involved in delivering emergency response and recovery efforts for disasters.
2. Provide health related guidance concerning communicable diseases and environmental health issues following a disaster.
3. Coordinate all local and state health and medical resources responding to a local disaster.

B. Primary Agency Responsibilities – Florida Department of Health – St. Johns

1. Designated Representative: Florida Department of Health – St. Johns, Director or designee.
2. Plan, coordinate and manage the support requirements of ESF-8.



CEMP – Human Services

3. Maintain a list of resources available from local public agencies and private vendors, their addresses and after-hour points of contact.
4. Ensure that all health and special needs activities are conducted in accordance with existing state and federal rules, regulations and guidelines, as well as existing standards and practices of the medical profession.
5. Coordinate and assign all personnel, equipment and other resources, including travel information, accommodations and other arrangements relevant to the assignment.
6. Coordinate support agencies, including State and mutual aid.
7. Communicate all resource allocations, response actions and critical decisions to EMD or designee.
8. Document all field actions as part of the reporting procedures, including appropriate forms, field notes and / or communications.
9. Coordinate the collection and destruction of contaminated food and water from private and public sources.
10. Contact healthcare facilities located in zones included in the evacuation order to assure they are implementing their evacuation plan.
11. Coordinate health, medical and environmental health information with the County PIO to be included in press releases.
12. Coordinate overall plan to open Special Needs Shelters. FDOH is responsible for the staffing and logistics for all designated Special Needs Shelters. County Health Department staff will be responsible for shelter registration, attending clients, ordering medical supplies, conducting shelter sanitation operations and reporting shelter numbers to the EOC.
13. Coordinate requests from hospitals and other medical facilities.



CEMP – Human Services

C. Support Agency Responsibilities

1. Report to Primary Agency Representative as directed.
2. Provide inventory of available personnel, equipment and supplies.
3. Provide documentation of resources allocated or used, including time, costs and other relevant information, to the Primary Agency upon request.
4. Provide support as requested or required.

D. Response Actions

1. Notification of agency representatives will be made using the Alert-St. Johns (Everbridge) EOC Activation call out and protocols as outlined in the EOC SOP.
2. If advance warning of an impending disaster is available, resources may be pre-positioned, if necessary, for safety or in anticipation of the area of greatest need following the event.
3. No-notice incidents could result in medical and health resources being inaccessible or overwhelmed. The Primary Agency Representative will assess the need for non-local resources and request assistance through the Statewide Mutual Aid Agreement or other agreements.
4. The Primary Agency Representative will gather immediate input from the other ESFs in the EOC regarding the need for medical and health assistance, particularly those ESFs in the Emergency Services Section, and Rapid Impact and Damage Assessment Teams, and prepare and submit to the Section Chief an immediate assessment of the capability of local available resources to respond to the incident, including any possible conditions that might worsen the situation and require additional resources.
5. Under Florida State Statutes and according to applicable Florida Administrative Codes, certain healthcare facilities including hospitals, nursing homes, assisted living facilities and outpatient surgery centers, are required to have a CEMP approved by local Emergency Management. The Primary Agency will designate ESF-8 staff to contact healthcare facilities



CEMP – Human Services

located in zones included in the evacuation order to assure they are implementing their evacuation plan. ESF-8 will also maintain contact with those facilities identified above, throughout a disaster event to ensure the EOC has a current situational picture of the jurisdiction.

6. Upon notification by the EMD or his designee, FDOH nursing staff will initiate Special Needs Shelter operations. St. Johns County Emergency Management will transport cots, and some supplies and equipment to the Special Needs Shelter.
7. Coordination of on-scene operations with the EOC will be through the National Incident Management System chain of command to the Primary Agency Representative, using available communications equipment:
 - 800 MHz
 - VHF or UHF radio
 - Landline
 - Cell phone
 - ARES frequencies
 - Satellite phones

E. Continuous Actions

1. Major response actions will be reported regularly to the Primary Agency Representative in the EOC, who is responsible for maintaining coordination with State ESF- 8.
2. Transportation of patients to facilities located outside of St. Johns County, when necessary, will be coordinated in the EOC with ESFs 1, 4, and 16. Planning assumptions include:
 - Airlifting may be required in some cases.
 - Ambulance capability will have to be enhanced from outside the county.
 - Multiple patients may be transported together.
3. Procedures for assuring food and drug safety are outlined in Health Department Plans. The procedure outlines the assignment of qualified personnel to public shelters to monitor food and drug quality.



CEMP – Human Services

4. Public information regarding health, medical, sanitation and environmental health issues will be vitally important to the wellbeing of St. Johns County residents, and those working and / or temporarily residing in St. Johns County following a disaster. All communication will be coordinated with the Planning Section (ESF-5) and issued by the EOC PIO (ESF-14) with information provided by Primary and Support Agencies. FDOH officials will continually monitor the impact to public health and provide updates as conditions warrant.
5. Medical treatment for emergency responders may be necessary. ESF-8 will coordinate medical assessments and Crisis Intervention Stress Debriefing, if required. Local resources may be overwhelmed and State agencies may be requested for support. Procedures for the safety and care of emergency responders have been established by:
 - a) Operating in 12-hour shifts to avoid burnout. As needed, responders will be sheltered in fire stations, government buildings or public shelters.
 - b) Emergency responders cannot help the citizens if they themselves are in jeopardy. No responders will be asked to perform tasks without sufficient numbers of personnel, or specific equipment being available. If necessary, a safety officer will be assigned.
 - c) Most emergency responders have first aid training. They will be working, in many cases, as teams with EMTs, paramedics and other trained personnel, or operating in close proximity to such teams.
 - d) FDOH medical personnel will be available to examine emergency responders. If a medical professional determines it is in the best interest of the individual, they will be granted necessary time off, moved to a different job, or receive counseling as appropriate.
6. Mental health crisis counseling of significant magnitude, following a catastrophic or major disaster, may be beyond the capabilities of Stewart-Marchman Act Behavioral Healthcare to provide. Assistance from St. Johns County ESF-4 and State ESF-8 agencies would be requested.



CEMP – Human Services

7. ESF-4 Fire Rescue will support ESF-8 during a disaster by:
 - a) Supporting the FDOH as necessary and as capabilities permit.
 - b) Supporting evacuation of special needs or other persons.
 - c) Supporting public shelters with medical assistance beyond the capabilities of the shelter staff.
 - d) Support other emergency responders, relief workers and volunteers who are injured or ill as a result of the disaster.

F. Recovery Actions

1. Responsibility for water quality assurance, wastewater and solid waste treatment and disposal, rest with various county and municipal utilities. Each utility is responsible for testing and quality assurance programs. Should a shortage of qualified personnel or equipment develop, FDOH will respond to requests for assistance.
2. FDOH will establish locations for the collection of contaminated or suspect food. The exact location(s) will be determined following the incident based on the affected population and suitable collection points.
 - a) Commercial disposal, such as food stored in restaurants, convenience and grocery stores will be the responsibility of the owner of such product. Collection vendors are pre-identified and authorized by the FDOH to operate in St. Johns County.
 - b) As needed, appropriate state and federal agencies will be requested to assist in removing and disposing of spoiled or contaminated foodstuffs.
3. Rodents, insects and other pest infestations are addressed in Health Department plans.
4. Identification and mortuary services following a devastating disaster would require assistance of state and / or federal agencies. Response to



CEMP – Human Services

“normal” events is within the capability of local health and medical professionals; a major disaster would stretch the capabilities of local resources and require mutual aid assistance. Notification of next of kin would happen using the accepted protocols used by County emergency response agencies following accidental deaths. The Medical Examiner for District 23 Mass Fatality Plan addresses the policies and procedures following a mass casualty event.

5. Primary and Support agencies will use appropriate state and federal rules, regulations, laws and guidance in maintaining records of staff utilization, obligations, expenditures and use of other resources.
6. Public advisories concerning food contamination will be coordinated with ESF-5 and released through ESF-14.
7. Primary and Support agencies will conduct after-action evaluations and present recommendations on health-related mitigation opportunities.



CEMP – Human Services

Food and Water

Emergency Support Function 11 (ESF-11)

I. General

Primary Agency:	St. Johns County Parks and Recreation
Support Agencies:	American Red Cross Florida Department of Health – St. Johns Home Again St. Johns Salvation Army St. Johns County Emergency Management St. Johns County Purchasing Department St. Johns County School District St. Johns County LTRO / VOAD

II. Introduction

A. Purpose

The purpose of this appendix is to outline procedures that will be followed in identifying and obtaining the food and water needs prior to and in the aftermath of a disaster or emergency, and the coordination of transporting these supplies to the disaster area. Much of this information, including more detailed information, can found in the St. Johns County Logistics Strategy³.

B. Scope

The scope of this ESF is to obtain needed food and water to provide ESF-6 (Mass Care) and Points of Distribution supplies for distribution to disaster survivors. To accomplish this function, activities will be undertaken to:

1. In coordination with ESF 6 and Emergency Management, identify the number of people without food and safe drinking water.
2. Inventory food products/quantities and identify sources to obtain additional needed supplies.

³ The St. Johns County Logistics and POD Strategy is a separate planning document and is on file with St. Johns County Emergency Management



CEMP – Human Services

3. Ensure sufficient storage space to store food supplies.
4. Coordinate with Emergency Management for the transportation of food shipments to warehouses, feeding sites and pantry locations.
5. Purchase or solicit food supplies to sustain the disaster survivors until local officials/agencies can manage the operation.
6. Initiate Points of Distribution (POD) in conjunction with Emergency Management.

III. Policies

- A. This ESF will be activated upon notification of a potential or actual major disaster or emergency.
- B. The ESF-11 representative in the County EOC will coordinate actions undertaken by this ESF.
- C. Priority will be given to move critical supplies of food into areas of acute need and then to areas of moderate need.
- D. Upon notification that electric power has been restored and roadways are open to commercial vehicles, thus allowing commercial grocers to reopen, a request may be made to the State that they initiate Emergency Food Stamp Program procedures.
- E. This ESF will encourage the use of mass feeding arrangements as the primary outlet for disaster food and water supplies, which is the primary responsibility of ESF-6.
- F. This ESF is responsible for POD operations.

IV. Responsibilities

- A. Secure and deliver food and water supplies suitable for household distribution or congregate meal service, as appropriate.



CEMP – Human Services

- B.** Arrange for the transportation and distribution of food and water supplies within the affected area.
- C.** Coordinate with, and support as appropriate, ESF-6 (Mass Care) involved in mass feeding and shelters.
- D.** Ensure ESF-5 is updated to the status of POD logistics and supplies of food and water.

V. Situation

A. Disaster Conditions

A major disaster or emergency will deprive substantial numbers of people access to potable water and / or the means to prepare food. In addition to substantial disruption to the commercial food supply and distribution network, a catastrophic hurricane or other disaster may partially or completely destroy food and water stored in the affected area.

B. Planning Assumptions

1. Following a major or catastrophic disaster, there may be widespread damage and destruction to the infrastructure and homes / buildings resulting in transportation routes being impassable; widespread and prolonged power outages; and contaminated drinking water.
2. Thousands of evacuees may be lodged in shelters within the disaster area.
3. Normal food processing and distribution capabilities will be disrupted.
4. As a result of power outages, many commercial cold storage and freezer facilities within the impacted area will be inoperable.
5. Shelters should have food and water supplies to manage for 72 hours after the disaster.
6. Damage projection models will be used to forecast damage and disaster consequences. Included in this information will be calculations to identify the number of people to be impacted. This ESF will use these calculations



CEMP – Human Services

and projections to estimate food needs, quantities, and to project the duration of mass feeding activities.

7. An immediate human needs assessment (mass care, health / medical {ESF 6 and 8}, housing) and the condition of the infrastructure (transportation, communications and utility systems) will be reported by the Rapid Impact Assessment Teams.
8. Large bulk shipments of food supplies purchased, solicited, or donated will be coordinated by this ESF. Donations of nonperishable food items will be sorted and palletized for coordination and distribution by this ESF. These items will likely require the establishment of a County Logistical Staging Area (LSA) which is discussed in the St. Johns County Logistics Strategy.
9. Assistance from the Florida Department of Military Affairs (ESF-13) will be requested after all other resources have been used to assist with the distribution of food supplies and / or warehouse operations.

VI. Concept of Operations

A. General

1. ESF-11 will operate under existing Emergency Management authorities and regulations as well as Public Law 93-288, as amended, and the Florida Emergency Operations Plan, to provide disaster food supplies to designated logistical staging areas, POD and mass feeding sites.
2. Following notification from Emergency Management of a major disaster or emergency, ESF-11 will be staffed at the EOC. At this time, request for food and water, including types, amounts and destinations, will be processed through this ESF. Food and water assistance requests will be entered into WebEOC by St. Johns County Emergency Management and forwarded to the SEOC to coordinate efforts to obtain and transport food.
3. Mass feeding sites will use menus provided by this ESF. The menus will be built around the foods that are available. Quantity usage tables will be used to address serving sizes. These tables combined with the menus will provide for ordering, forecasting and supply data. Other organizations with food resources will supplement these menus. Menus will be adjusted based on food quantities.



CEMP – Human Services

4. Staff from this ESF may be sent into the affected area to assess the effectiveness of the food distribution network and to address problems. Staff will coordinate with county officials and ESF-6 field staff to ensure ample and timely deliveries of food and water supplies.
5. ESF-11 will coordinate with ESF-3 responsibility for potable water. If needed, a State Representative from ESF-11 responsible for potable water will be requested to join the local ESF-11 to help expedite and coordinate retrieving ample water.

B. Organization

1. St. Johns County Parks and Recreation have the primary responsibility for ESF-11 in St. Johns County. They will coordinate activities with support agencies and organizations as necessary to fulfill their mission.
2. The Department of Agriculture and Consumer Services Bureau of Food Distribution, has primary responsibility for all ESF-11 activities at the State level. The Food Distribution Officer may direct response and recovery activities for ESF-11 from the SEOC. Additional activities to support this ESF may be conducted at the district office in Jacksonville, Florida.
3. Upon activation of this ESF in the SEOC, the Food Distribution Officer or their designee will be responsible for ensuring all food and water concerns are addressed. Additional support agencies and organizations may be utilized and will either be tasked to provide a representative to the SEOC or to provide a representative who will be immediately available via phone.

C. Notification

1. Upon the occurrence or possibility of a disaster or emergency, the St. Johns County EOC will notify ESF-11 via the Alert-St. Johns (Everbridge) EOC Activation call-out.
2. This notification will be made by telephone, email and/or text message. Such notification could be to: advise of a potential disaster and request required ESFs to report to the EOC for activation, or to update information.



CEMP – Human Services

The Primary Agency representative for the ESF will notify all support agencies and may request they report to the EOC.

D. Response Actions

1. Initial Actions:
 - a) Inventory food and water supplies.
 - b) Coordinate with ESF-6 to identify the number of people in shelters and others in need of food and water.
 - c) Establish LSA and POD locations if necessary
 - d) Monitor water contamination in the disaster area and estimated water needs and quantities.
 - e) Identify the locations of all mass feeding and food distribution sites.
 - f) Identify menus for meals to be used for calculation of food supplies.
 - g) Assess storage space and needs for staging areas.
 - h) Coordinate food donations and incorporate into food supply.
 - i) Monitor and coordinate the flow of the food supply into the disaster area. This includes calculating the burn-rate of all supplies at the PODs.
 - j) Assess the need and feasibility of requesting emergency food stamp assistance.
 - k) Monitor and assess food and water needs.
 - l) Assess special food concerns of the impacted residents.
 - m) Monitor nutritional concerns.
 - n) Establish logistical links with local organizations involved in long-term congregate meal services.

VII. Task

A. Primary Agency

1. St. Johns County Parks and Recreation
 - a. Determine the availability of USDA foods that are safe for human consumption within the disaster area.
 - b. Coordinate with Emergency Management, ESF-6 Mass Care and local officials to determine food and water needs for the population in the affected areas.



CEMP – Human Services

- c. Establish a Logistical Staging Area and Points of Distribution
- d. Make emergency food supplies available to households for take home consumption.
- e. Provide information to ESF-5 Information and Planning on a regular basis.
- f. Deploy water buffaloes to locations identified by ESF-6 Mass Care and Emergency Management.
- g. Provide daily information to ESF-14 Public Information on the amount of food used and types of food needed (donation), as well as locations and operating hours of PODs.
- h. Maintain records of the cost of supplies, resources, and personnel, needed to respond to the disaster.
- i. Monitor the number of PODs, mass feeding sites, soup kitchens, and pantries providing food to disaster survivors.

B. Support Agencies

- 2. American Red Cross and Salvation Army
 - a. Identify and assess the requirements for food on a two-phase basis: critical emergency needs immediately after the disaster and long-term sustained needs after the emergency phase is over.
 - b. Assist with food soliciting and purchases for food supply.
 - c. Provide couriers to pick up order forms, menus, meal counts and other support activities.
 - d. Assist with the distribution of bulk and household food supplies at POD locations.
 - e. Operate mobile mass feeding sites.



CEMP – Human Services

3. St. Johns County School District:
 - a. Provide inventories of available food supplies from their lunchroom cafeteria within the schools that are designated as shelters. Additional food supplies may be purchased from school district contracted food vendors or from local vendors which can be found in Mass Care, Section XXI. table, page 14.
 - b. Provide support staff to assist with the calculation of serving proportions based on menus, the number of people fed at shelters, and the quantities / types of food in the inventories.
4. Other support agencies will support ESF-11 in the collection and distribution of food and water to survivors in the disaster area.

VIII. Resource Requirements

- A. Contacts with local and area food distributors.
- B. Coordination with Emergency Management and the SEOC for procurement and delivery of foodstuff and potable water.
- C. A database for purchasing food, water, rental of trailers and other vehicles, storage facilities and condiments.
- D. Close coordination with ESFs 1, 6, 7, 8 and 16.

IX. Transportation of Food Shipments

Transportation of food shipments to LSAs, feeding sites and PODs will be coordinated by ESF-11 with ESF-1. Requirements to contract for transportation from private vendors will be coordinated with ESF-7. Security requirements will be coordinated with ESF-16.

X. Procedures for Purchase or Solicitation of Food Supplies

The following procedures will be followed:

- A. Food requirements will be coordinated with ESF-11 in the State EOC for supplies from outside the County.



CEMP – Human Services

- B. Initial food supplies for the public shelters will be provided by St. Johns County School District. Replacement supplies will be purchased from vendors listed.
- C. Requirements for mass feeding will be coordinated by ESF-6 with assistance from Salvation Army and other supporting agencies.
- D. Emergency purchase procedures are authorized under a declared state of local emergency.

XI. Emergency Food Stamp Assistance

Request for emergency food stamp assistance, Disaster Supplemental Nutrition Assistance Program (D-SNAP), will be requested by Emergency Management, in coordination with ESF-11, from the Florida Department of Children and Families (DCF) Office. A DCF representative will be in the SEOC and the Joint Field Office (if established) and will aid in obtaining emergency food stamps.

XII. Transportation of Food and Water into the Affected Areas

- A. The primary means for transporting of food and water into the affected areas will be ground transportation, provided roads are passable. The areas of the County that require food and water, and the establishment of feeding and distribution sites will receive priority in road clearing operations.
- B. If distribution of food and water cannot be made using ground transportation, a request for air support will be made to the SEOC to supply and re-supply affected areas with food and water.
- C. Security and/or escort of ground transported resources will be coordinated through ESF-16.



Volunteers and Donations

Emergency Support Function 15 (ESF-15)

I. General

Primary Agency: St. Johns County Emergency Management
St. Johns County LTRO
St. Johns County VOAD

Support Agencies: Alpha Omega
American Red Cross
Care Connect
Catholic Charities
City of St. Augustine
City of St. Augustine Beach
Council on Aging
Haven Hospice
Local Churches
Salvation Army
Southern Baptist
St. Johns County
United Way
Volunteer Groups

II. Introduction

A. Purpose

This section provides planning guidance and coordination for ESF-15 to accomplish its mission in expediting the delivery of donated goods and services, management of volunteers and to support relief efforts in a disaster affected area. The Primary Agency for ESF-15 will be the St. Johns County VOAD. This group is a collection of volunteer agencies in St. Johns County and will make volunteers and donations a better organized and effective response and recovery function in St. Johns County.



CEMP – Human Services

B. Scope

1. To coordinate response / recovery efforts as related to volunteers.
2. To ensure the expeditious delivery of donated goods to disaster survivors and community-based support organizations.
3. Coordinate the Long-Term Recovery Organization to provide case management for individuals and families.
4. Assist the St. Johns County Health and Human Services and Care Connect program coordinators with outreach to disaster survivors.
5. Other activities of ESF-15 are as follows:
 - a) Coordinate communications with all volunteer organizations.
 - b) Coordinate missions for assignment to available volunteers.
 - c) Initiate and track individual and family case management.
 - d) Coordinate resources through the VOAD membership to effectively serve the population.
 - e) Develop and maintain liaison with SEOC ESF-15 and Volunteer Florida.

III. Response Activities

- A. Upon activation of the EOC, phone numbers that have been established for calls concerning volunteers and donations will be disseminated to the public by the JIC / PIO.
- B. ESF-15 representative will insure that a volunteer liaison is on duty in the EOC when required during the operations. The role of the EOC liaison will be to coordinate requirements for volunteers and donated goods and services.



CEMP – Human Services

- C. ESF-15 representative will coordinate with other ESF members, EMD, elected and appointed officials and volunteer groups in developing a plan that will ensure a quick response and delivery of donated goods and services into the affected areas.
- D. The ESF-15 EOC liaison on duty will have the primary responsibilities for coordination with the SEOC (ESF-15) on information for volunteers and those bringing donations to the County. ESF-15 missions or information updates will be transmitted to the SEOC via WebEOC input by Emergency Management.
- E. ESF-15 will coordinate with ESF-18 Business and Industry on requesting assistance from the private sector and volunteer organizations. Such information will be announced by the PIO through the news media.

IV. Supporting Agencies

- A. St. Johns County VOAD will provide volunteers and leadership.
- B. St. Johns County VOAD will help locate collection and distribution sites, as well as coordinate donations from individuals and local businesses.
- C. Salvation Army and ARC will operate the mass feeding sites.

V. Policy of Receipt of Donated Items

Prior to receipt of donated items from any source, inspection will be made to determine the serviceability and usability of such items. In some cases, manufacturer or retail outlet may donate “loser” type products solely for tax break purpose and items may not be of any use to the public.



CEMP – Human Services

Animals and Agriculture

Emergency Support Function 17 (ESF-17)

I. General

Primary Agency: St. Johns County Animal Control

Support Agencies: H.A.W.K.E. Wildlife
St. Augustine Humane Society
St. Johns County Agricultural Extension Agency
St. Johns County Cattleman's Association
St. Johns County Emergency Management
St. Johns County Fire Rescue – Large Animal Rescue
St. Johns County Horse Council
St. Johns County Parks and Recreation
St. Johns County Sheriff's Office
St. Johns County Veterinary Medical Association
St. Johns Wildlife

II. Introduction

A. Justification

Animal issues cannot be overlooked in disaster planning as it could lead to serious human health and safety risks when animals, pets, farm and wild animals, are forced from their homes/habitats. By developing operational procedures to care for these animals before, during and after such an event, this Emergency Support Function (ESF) will reduce the threat to humans and the environment. This section will also address the manner in which St. Johns County will abide by the regulations set forth in Public Law 109-308 (Section 613 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act [42 U.S.C 5196b] as amended) Pets Evacuation and Transportation Standards Act of 2006.

B. Purpose

This ESF was created to provide for the coordination of local resources in response to pet, farm, and wild animal emergency needs, before, during and after a significant disaster or emergency.



CEMP – Human Services

C. Scope

The scope of this ESF is the overall management, coordination and prioritization of countywide animal relief services and assets to support pet, farm, and wild animal needs in the event of a major emergency or disaster. ESF - 17 will be responsible for all aspects of Pet Friendly Sheltering in St. Johns County. Pet Friendly Shelters have been pre-identified and an SOP has been developed and is included in the sheltering appendix, Appendix J.

D. Planning Assumptions

1. Countywide animal related assistance will be coordinated under the direction of St. Johns County Animal Control.
2. Human lives can be put at risk due to their refusal to leave pets behind in a disaster. Public education by the County and animal related organizations are necessary to increase public awareness of disaster preparedness for pets and the pet shelter facilities available in the event of an evacuation.
3. A major disaster would result in many homeless, and/or injured pets, livestock, and wild animals. This situation would present health, nuisance, and bite threat issues, requiring timely capture, and subsequent sheltering of these animals.
4. Triage and treatment of sick and injured animals will be needed, including humane euthanasia in some cases. This should be accomplished by veterinarians or certified euthanasia technicians.
5. Limited food supplies will be on hand in a disaster event. Prior arrangements with vendors would be made to import commercial pet and livestock foods into the county following a disaster. Food drops for wild animals would be organized by wild animal related groups and state agencies.
6. Shelter animal waste and carcasses will be accumulated in the post-disaster period, requiring removal of the material to approved solid waste dumping sites, or burned on site.
7. Shelter animals should be reunited with their owners as soon as possible after a disaster.



CEMP – Human Services

III. Policies

A. Authority

In performing the functions outlined in this ESF, County and municipal agencies are governed by the authorities of Public Law and other rules and regulations governing the primary and support agencies of the ESF. Federal and State assistance to this ESF will be provided under Public Law 93-288, and Florida Statute 252.

B. Priorities

Animal related services under this ESF are prioritized in the following functional areas with agency responsibility assigned.

1. Pet Friendly Shelter Operations

- St. Johns County Animal Control
- St. Johns County School District

2. Bite Investigation and rabies quarantine (health and safety):

- St. Johns County Animal Control
- St. Johns County Sheriff's Office Agricultural Unit
- Florida Department of Health

3. Pick-up/corral of animals causing a direct threat to people (safety):

- St. Johns County Animal Control
- St. Johns County Sheriff's Office Agricultural Unit
- St. Johns Wildlife
- H.A.W.K.E. Wildlife

4. Pick-up, sheltering and care of injured animals:

- St. Johns County Animal Control
- St. Johns County Veterinary Medical Society/local veterinarians
- H.A.W.K.E. Wildlife
- St. Johns Wildlife



CEMP – Human Services

5. Pick-up of animals at large/strays:

- St. Johns County Animal Control
- St. Johns Wildlife
- H.A.W.K.E. Wildlife

6. Investigation of cruelty complaints:

- St. Johns County Animal Control
- St. Johns County Sheriff's Office

7. Routine patrol and pick-up of nuisance animals (non-threatening):

- St. Johns County Animal Control

8. Receiving unwanted, owned animals:

- St. Johns County Animal Control

IV. Organization

A. State Level

This ESF is represented as ESF-17 at the SEOC and is managed by the Department of Agriculture, Division of Animal Industry. The State of Florida also has a State Animal Response Team that will assist in disaster response and recovery. Request for state assistance will be made to ESF-17 in the SEOC.

B. County Level

1. Chain of Command for St. Johns County Animal Control:

- a) Manager of Animal Control
- b) Animal Control Field Supervisor
- c) ESF 17 staff person in EOC

2. Volunteer Agencies:



CEMP – Human Services

All volunteer animal issue agencies' coordinate with ESF-17 directly through the EOC.

IV. Concept of Operations and Assignment of Responsibilities

The Primary and Support agencies of this ESF must plan to be as self-sufficient as possible during the first 72 hours following an event, as there could be limited assistance.

A. Primary Agency

St. Johns County Animal Control is responsible for response and recovery missions involving animal issues. Upon activation of the EOC, ESF-17 will be staffed on a 24-hour schedule to coordinate with other agencies and prioritize assistance requests. The agency is also tasked with Pet Friendly Shelter operations.

B. St. Johns County Animal Control Manager

1. Coordinate all logistics necessary to open Pet Friendly Shelters
2. Notify, activate and mobilize all agencies assigned to ESF-17.
3. Coordinate all support agency actions in performance of missions assigned to ESF-17.
4. Coordinate requests for assistance and additional resources necessary for the mission with appropriate agencies.
5. Function as the County's representative/liaison to the EOC for the activities and responsibilities carried out by the primary and support agencies of this ESF.
6. Investigate all animal bites in conjunction with the Sheriff's Office.
7. Facilitate the transportation of injured, stray or nuisance animals to animal care facilities.
8. Assist emergency response teams with animal issues.
9. Coordinate the plan for removal and disposal of dead animals.



CEMP – Human Services

10. Coordinate with the Department of Health for the release of public information regarding animals and related health issues.
11. Enforce St. Johns County Animal Control Ordinances.
12. Quarantine animals that have bitten for observation.
13. Impound animals 'at-large' with no evidence of ownership.
14. Euthanasia of sick and/or injured animals through assigned and authorized persons.
15. Respond to animal related inquiries about dogs and cats with assistance from ESF-14.
16. Release information to the public through the PIO regarding issues such as quarantine areas, rabies alert, public service information, announcements, etc.

C. St. Johns County Emergency Management:

1. Provide initial notification to Animal Control for the need to implement all or portions of this ESF.
2. Assist in coordination of requests for support between this and other ESFs represented in the EOC.
3. Coordinate and establish Pet Friendly Shelters.

D. Local Support Agencies

1. Notify, activate, and mobilize all personnel and equipment to perform or support assigned functions.
2. Designate and assign personnel for staffing of all facilities at which this ESF is required to support, and provide representation when it is determined to be necessary by Animal Control.
3. Identify all personnel and resource requirements to perform assigned missions which are in excess of the support agencies' capabilities.



E. St. Johns County Animal Control - Emergency Facilities Coordinator

1. Select potential sites for relief facilities for small, large and wild animals. Some potential sites include: St. Johns County Equestrian Center and St. Johns County Pet Center.
2. Ensure contingency power, communication system, sanitation, and security of emergency facility.
3. Coordinate with the Veterinary Services Coordinator to establish adequate facilities for emergency medical care, hospitalization, and safe storage of donated medical supplies and equipment.
4. Provide assistance and facilities for the sheltering and care of injured animals.

F. St. Johns County Animal Control – ESF-17 Volunteer Coordinator

1. Coordinate volunteer assistance and staffing of emergency pet shelters.
2. Maintain a contact list of pre-identified individual and groups of volunteers and initiate as needed.
3. Prepare forms and records to register and track volunteers.
4. Coordinate with the EOC on-duty Animal Control staff to direct volunteers, including those from outside of the county, to needed areas of assistance.
5. Provide assistance in securing facilities for the sheltering and care of injured animals.

G. St. Johns County Animal Control - Supply Coordinator

1. Search for and secure a centrally located building that can be used as a supply depot. (For POD sites, see list for location)
2. Provide an inventory list of all donated supplies and give a copy of a receipt to donors, if requested.



CEMP – Human Services

3. Maintain a list of supplies on hand and supplies needed as the disaster recovery progresses.
4. Arrange for donations from vendors of food, water and other supplies prior to a disaster event.

H. St. Johns County Veterinary Medical Society - Veterinary Service Coordinator

1. Provide emergency medical care for injured animals.
2. Coordinate with supply, volunteer, and facility coordinators to provide veterinarians assistance to accomplish the mission of ESF-17.
3. Arrange for donations from drug distributors prior to a disastrous event.
4. Secure a centrally located veterinary supply depot for donations and make sure medical supplies are available as needed.
5. Identify and track injured animals and coordinate boarding or fostering with Facilities Coordinator.
6. Provide proper handling of medical waste and controlled drugs resulting from veterinary relief efforts.
7. Assist in the establishment of triage units for the care of injured animals.
8. Provide emergency medical equipment and supplies.
9. Provide rabies vaccinations for shelter animals.
10. Provide additional shelter support.

I. St. Johns County Sheriff's Office – Agricultural Unit

1. Coordinate and direct large animal disaster relief efforts.
2. Maintain equipment and resources necessary to manage livestock in a disaster situation.
3. Facilitate and coordinate with large animal veterinarians.



4. Maintain relationships with large landowners for potential large animal sheltering sites.

J. St. Johns County Extension Agency

1. Provide appropriate equipment and resources for assistance with large animal sheltering.

K. St. Johns County Cattlemen's Association

1. Maintain equipment and resources necessary to manage livestock in a disaster situation.
2. Assist in the establishment of sheltering/holding areas for livestock.

L. St. Johns County Fire Rescue Large Animal Rescue Team

1. Assist in technical rescue of large animals that have become entrapped.

M. Florida Veterinary Medical Association (FVMA)

1. Respond to requests for veterinary medical assistance with a disaster relief team.
2. Provide emergency medical care for animals in a disaster situation.
3. Provide assistance to affected veterinarians and animal health personnel.

V. Resource Coordination

- A. ESF-17 will provide animal assistance resources using primary and support agency authorities and capabilities along with other ESFs to support its missions. ESF-17 will allocate available resources to each mission based upon priorities identified by the EOC. If additional resources are necessary, ESF-17 will request assistance, through the St. Johns County EOC, from ESF-17 at the SEOC.
- B. All other ESFs will coordinate with the ESF-17 representative at the EOC when requesting emergency support or disaster assistance regarding animals and pets. If multiple requests for support are submitted and a conflict of priorities



CEMP – Human Services

develops, this ESF will work directly with the Emergency Management to resolve the situation.

- C. Use of donated resources from individuals or groups within the County or from other areas will be coordinated through the EOC.
- D. Recovery Operations Coordination:

Although this document addresses recovery activities of the agencies associated with the ESF, the EOC is responsible for the coordination of all recovery activities to provide animal assistance services to the affected areas in the County, as required. Therefore, recovery operations of ESF-17 will be initiated commensurate with emergency priorities within the County and based on the availability of resources.

VI. Situation

A. Disaster Condition

A significant or major disaster could quickly overwhelm local government's resources and capabilities to provide services, necessitating State and/or Federal assistance. Such a disaster would pose certain public health and nuisance threats, as well increase animal resource needs, such as injured, displaced, and dead animals, rabies and other animal related diseases, veterinary treatment or euthanasia, care and shelter of other animal problems. Additionally, these problems could impede the human needs' response and resources.

B. Phased Response Actions

- a. Disaster Preparation Phase
 - i. Care and shelter of animals before a disaster event.
 - ii. Preparing Pet Friendly Shelters for evacuees and their pets.
 - iii. Buying and/or ordering animal food and supplies to meet the anticipated needs of the community in the initial, short- and long-term recovery phases.



CEMP – Human Services

b. Initial Recovery Phase

- i. Immediate mobilization and deployment of assessment teams to the disaster area(s) to determine specific health and safety needs and priorities and to verify reports of animal related assistance needs.
- ii. Provide support to aid in the relief of nuisance and health related problems involving animals and their impact on human relief efforts.
- iii. Maintain complete and accurate documentation to include but not limited to:
 1. Employee/Volunteer time sheets
 2. Purchase Orders
 3. Receipts of materials purchased
 4. Receipt for donated items
 5. Contracts
 6. County hours/Rental equipment used
 7. Fuel tickets
- iv. Initiation of critical animal assistance activities as previously prioritized.
- v. Designated animal shelter sites will be utilized first; additional shelters will be identified as the situation requires.
- vi. Designate animal supply and staging sites as the situation requires.
- vii. Establish potential assistance that may be necessary from state or other outside agencies.

c. Short Term Recovery Phase

- i. Organize relocation, shelter, feeding, triage and emergency medical care of animals to meet short-term needs.
- ii. Capture of injured and displaced animals.
- iii. Establish reunification system of animals and owners.



CEMP – Human Services

- iv. Acquisition of additional food and supplies from vendors as needed to support the relief efforts.
 - v. Continued coordination with other ESFs for timely and proper carcass disposal.
 - vi. Direct incoming outside assistance to needed areas.
- d. Long Term Recovery Phase
- i. Continue reunification of animals to their owners or natural environment.
 - ii. Adoption of unclaimed animals.
 - iii. Long term animal care and proper disposal of carcasses.



CEMP – Human Services

Business and Industry

Emergency Support Function 18 (ESF-18)

I. General

Primary Agency:	St. Johns County Emergency Management St. Johns County Chamber of Commerce
Support Agencies:	Private Sector Participants St. Johns County Economic Development St. Johns County Tourist Development Council

II. Introduction

A. Purpose

Hurricanes, floods, other severe weather incidents, hazardous materials accidents and other emergencies may cause extensive damage to private facilities which are critical to the recovery of the broader community following such a disaster. The facilities, which include major industries such as communication, transportation, utility, banking, insurance and similar interests, are vital to the recovery effort and return to economic viability, yet it may be beyond the ability of the local government to respond to their immediate needs. It is, therefore, important that these businesses can access their facilities and perform basic recovery activities such as damage assessment and securing property, as well as commencing their own recovery operations. ESF-18 acts as the liaison to the EOC for businesses in SJC and provides a status on critical community needs to include fuel, medicine, food, ice, and hardware/ construction materials.

B. Scope

1. Prior to a disaster, Emergency Management will work with local business groups to develop procedures for providing local companies access to their facilities for damage assessment and business continuity activities.
2. Local businesses are encouraged to provide Emergency Management with information pertaining to their planned response and recovery activities.



CEMP – Human Services

3. Emergency Management shall maintain a file with this information at ESF-18.

III. Business Recovery and Re-Entry Procedures for Hurricanes

A. Pre-Hurricane Season

Encourage personnel, especially those with responsibilities during and following a disaster such as a hurricane to have a Personal Disaster Plan. This will ensure that their families are either evacuated or sheltered in a secure location so they can focus on their responsibilities to the business.

Each year, critical corporations should notify Emergency Management the names and identifying credentials of their corporate damage assessment teams. Information will include the name of the company and any identifying name of the facility. They should also include the following:

1. Names of personnel staying on-site and those who will be returning to the site.
2. The location within the facility where the employees will be located.
3. A map of floor plan of your facility showing the location of your employees and the quickest access to them.
4. Names and phone numbers of those with authority to make major decisions regarding your facilities in the aftermath of a disaster.

B. Pre-Evacuation

If the facility is in an evacuation zone and will be evacuated, begin preparations to secure the building and other procedures in anticipation of leaving the area. If the facility is outside the evacuation zone and is designed to withstand winds from a major hurricane, and employees will be remaining on-site, the employer should notify Emergency Management with the details of the arrangement.

C. Evacuation

Businesses should complete preparation efforts, and begin arranging recovery, based upon the size of the approaching storm. If the business is located in an area that has been ordered to evacuate, businesses should finalize securing their facilities and evacuate the area.



D. Aftermath

Immediately following the storm, Emergency Management will begin evaluating damage, directing search and rescue efforts, and placing the County's response mechanisms in operation. It is expected that during the first 24-hours after a storm, the only traffic allowed into impacted areas will be response vehicles. No independent actions from businesses should be taken as they may impede response operations.

E. Re-Entry

Once it has been determined that it is safe to allow non-emergency vehicles on the road, access to many areas may still be restricted or denied. Once restrictions are eased, some access will be allowed if personnel are properly credentialed. To gain access to restricted areas, designated personnel shall be required to wear/display the following:

1. A photo-identification card that describes the wearer's corporate position. Those without a photo-ID can use a valid driver's license with photo or Florida Identification Card to enhance, not replace, their corporate ID.
2. Clothing suitable for the situation, such as hardhats, heavy-duty shoes and other clothing that will reduce the chance of injury in the damaged area.
3. An identifiable high-visible yellow vest should identify the company, the position of the wearer (i.e. "Recovery Officer" or "Business Continuity Manager") and the wearer.

F. Recovery

If outside assistance is part of corporate recovery plans, this information should be conveyed to the EOC following the event, so that law enforcement and other traffic control elements will be aware of their arrival. The EOC will attempt to accommodate all recovery activities, but due to the nature of activity during this phase, it may not be possible. To facilitate the arrival of outside support at controlled access points, they should be clearly marked for identification. Also, whenever possible, license tag information, destinations, and other pertinent information should be provided to the ESF-18 liaison within the County Emergency Operations Center, to speed their access into the damaged areas.



CEMP – Human Services

Corporations should contact the EOC through ESF-18 to enable coordination with the appropriate ESF.

IV. Organization and Tasks

A. Emergency Management

1. Develop and maintain databases on corporate information, including lists of disaster response personnel, emergency contacts, and anticipated out of area assistance.
2. Provide public education to area corporations regarding established response and recovery operations.
3. Maintain working relationship with area corporations through contingency planning / corporate recovery groups and business associations.
4. Within the EOC, ensure that corporate recovery information is available to ESF-18.

B. Association of Contingency Planners / Private Sector Participants

1. Develop Corporate Disaster Preparedness and Business Recovery Plans and provide appropriate information to Emergency Management and the EOC for distribution to ESF-18.
2. Provide the EOC with a list of emergency response and recovery personnel, on-duty personnel at corporate facilities and personnel authorized to make major disaster response and recovery decisions.
3. Meet with Emergency Management to review corporate concerns and share information.
4. If activated to the EOC, coordinate the shutdown and evacuation of area industries and major corporations.
5. Assist corporate damage assessment teams and recovery teams with their re-entry into impacted areas.
6. Provide liaison between government recovery efforts and private, corporate recovery and restoration efforts.
7. Maintain data needed for tracking personnel and resources involved in private recovery efforts. Include the identification of private resources that may be available for use by governmental response and recovery agencies.



CEMP – Human Services

8. Provide a communications focal point for corporate disaster response and recovery planning and operation efforts.
9. Compile damage assessment reports from private corporate sources for inclusion in County preliminary and final damage assessment reports and maintain a log of private restoration activities.
10. Develop ESF staffing needs and identify personnel to be trained in ESF operations.
11. Provide EOC point-of-contact to private damage assessment and recovery teams, especially related to clearing access through checkpoints into controlled areas.

ST. JOHNS COUNTY
COMPREHENSIVE EMERGENCY
MANAGEMENT PLAN

2025

NIMS | ESF Emergency Support Functions

Finance / Administration





CEMP – Finance / Administration

Finance / Administration Section

I. General

Primary Agency:	SJC Clerk of the Court SJC Office of Management and Budget
Section Chief:	Finance/Admin Section Chief
Support Agencies:	City of St. Augustine Beach City of St. Augustine SJC Emergency Management SJC Disaster Recovery Department SJC Purchasing Department

II. Organization

The Finance / Administration Section works under the direct supervision of the Finance Section Chief in the Emergency Operations Center, and coordinates with all Sections and ESFs.

III. Introduction

A. Purpose

The purpose of this Section is to provide guidance for financial management to all departments and agencies responding under the provision of this plan, to ensure that funds are provided expeditiously, and the financial operations are conducted in accordance with appropriate policies, regulations and standards.

B. Scope

1. Due to the nature of most emergency events, finance operations will often be carried out within compressed time frames and other pressures, necessitating the use of non-routine procedures. This in no way lessens the requirement of sound financial management and accountability by all agencies and personnel involved in the event.



CEMP – Finance / Administration

2. A Presidential Disaster Declaration will provide funding from the Federal Disaster Relief Fund, under the provisions of the Stafford Act, in addition to the financial resources initiated at the local and state levels. It is therefore imperative that all agencies and personnel follow emergency finance and accounting procedures prescribed by the Finance Section.

C. Planning Assumptions

Timely financial support of any extensive response activity could be crucial to saving lives and property. While expeditious and innovative procurement may be called for during times of emergencies, it is still mandatory that good accounting principles and practices be employed in order to safeguard the use of public funds from the potential of fraud, waste and abuse.

D. Administrative Authorities and Fiscal Procedures

1. During a disaster, emergency-purchasing procedures will be followed as established by the St. Johns County Clerk of the Court.
2. All records relating to the allocation and disbursement of funds pertaining to activities and elements covered in this plan must be maintained, as applicable, in compliance with:
 - a. The Code of Federal Regulations - Title 44: Emergency Management and Assistance (CRF44); relevant Circulars and Federal Statutes, in a manner consistent with provisions of the Federal Stafford Act;
 - b. The Code of Federal Regulations – Title 2: Grants and Agreements– Part 200 -Uniform Administrative Requirements, Cost Principles, And Audit Requirements For Federal Awards (2CFR200)
 - c. Chapter 252, Florida Statutes, relating specifically to emergency management powers and responsibilities of local government;
 - d. St. Johns County, City of St. Augustine, City of St. Augustine Beach, administrative policies;



CEMP – Finance / Administration

- e. Handbook for Disaster Assistance, Florida Division of Emergency Management.

IV. Concept of Operations

A. General

1. During an emergency or disaster, the Clerk of the Court or designee is Section Chief. The Emergency Management Director is the overall coordinator for all Sections and ESFs. The Finance Section will be responsible for the overall financial and administrative management of the emergency response and recovery operation.
2. The Finance / Administration Section will operate under the provisions relating to expenditure of public funds during the response and recovery phases of the disaster.
3. All ESF primary and support agencies will coordinate fund expenditures through the Finance / Administration Section.
4. Agencies and personnel will complete all reporting tasks and deadlines as established by the Finance / Administration Section.
5. Procedures have been established for maintaining records of expenditures and obligations for all resources and are maintained by the St. Johns County Disaster Recovery Department and St. Johns County Clerk of the Court, Finance Department.

B. Expenditure of Funds

1. In coordination with federal guidelines, officials of the primary and support agencies will give approval for expenditure of funds for response and recovery operations. Each agency is responsible for establishing effective administrative controls, and to ensure that actions taken and costs incurred are consistent with the priorities identified in this plan.



CEMP – Finance / Administration

2. Extreme care and attention to detail will be taken throughout the emergency response and recovery period to maintain logs, formal records and file copies of all expenditures (including personnel time sheets and ICS Forms) to provide clear and reasonable accountability and justification for future reimbursement requests. Reimbursement is NOT an automatic “given”, so as much deliberative prudence as time and circumstances allow should be used.

C. Training

The Section Chief, in coordination with Emergency Management, will coordinate a training schedule for emergency event financial reporting and records maintenance requirements to coincide with the Emergency Management training and exercise schedule.

ST. JOHNS COUNTY
COMPREHENSIVE EMERGENCY
MANAGEMENT PLAN

2025

NIMS | ESF Emergency Support Functions

Public Information



CEMP – Public Information



Public Information

Emergency Support Function 14 (ESF-14)

I. General

A. Primary Agency:	St. Johns County Office of Public Affairs
B. Support Agencies:	City of St. Augustine Beach City of St. Augustine GTV Florida Department of Health St. Johns St. Johns County Clerk of the Court St. Johns County Emergency Management St. Johns County School District St. Johns County Sheriff's Office St. Johns County Supervisor of Elections St. Johns County Tax Collector St. Johns County Fire Rescue Members of the Citizen Information Center

II. Introduction

A. Purpose

This plan provides procedures for the timely and accurate collection, coordination, and dissemination of emergency information to the public. St. Johns County Administration, Communications Division is responsible for coordination of emergency information. The County Public Information Officer (PIO) will be responsible for authorizing the release of public information. The Emergency Management Director (EMD) is responsible for emergency preparedness education in the County and will ensure educational material regarding emergency preparedness is presented and distributed to the public.



B. Public Information

ESF-14 – Public Information coordinates public information and rumor control. The PIO will establish a Joint Information Center (JIC) when the County EOC is activated and or when a Local State of Emergency has been declared for the County. The JIC will be under the direction of ESF-14 (SJC Administration/PIO). The County's PIO will double as Rumor Control Officer.

C. Media Area

The area available for mass media, within the County EOC, is the Media Room which is identified as such. There are parking spaces and connections for media trucks directly behind the EOC. The St. Johns County Sheriff's Office UCC can be used as a Mobile JIC if on-site media support is requested.

III. Public Information Officer

- A. St. Johns County Communications Office of Public Affairs staff will perform the duties of Public Information Officer (PIO) and will have responsibilities to release news and background information to the media, monitor events and summarize information for distribution to the media, coordinate and verify information from and with all entities, and support Emergency Management to ensure timely notification to the public. Specific duties to be performed by PIOs include the following:
1. Establish contact with the media.
 2. Collect, edit, and release information and instructions to the media.
 3. Assist media personnel in the performance of their functions, including credentialing and identification.
 4. Coordinate the release of information with agency representatives.
 5. Coordinate and schedule news conferences/briefings.
 6. Keep staff informed through "in-house" news summary bulletins and / or briefings.
 7. Establish a Joint Information Center with other key agencies involved in the disaster.
 8. Supervise the JIC and review information packets prior to public release for accuracy and pertinent information.



CEMP – Public Information

9. Escort media representatives into the EOC or disaster sites on informational tours.
- B. The County's Public Information Officer (PIO) will coordinate the release of information to the news media, in coordination with Emergency Management, in the event of a Local State of Emergency.

IV. Joint Information Center

- A. The County Joint Information Center (JIC) serves as the focal point for news and information releases during an emergency. From this location, public information staff will provide news releases. Spokespersons from each organization will conduct periodic press conferences as conditions warrant. The Public Information Officer will activate the JIC during a declared "State of Emergency". The County PIO will be responsible for the overall management and coordination of media activities.
- B. The County PIO will assure adequate physical accommodations (including space and equipment), schedules for briefings, provision of background information (including press kits), notice of events such as evacuations or other noteworthy occurrences, security (to include identification procedures), and periodic updates releases. The location of the JIC will be determined, based on the event, at the time of activation.

V. Coordination of Media Releases

The PIO will be the central point for all news releases during a state of emergency. The dissemination of information to the news media and public will be coordinated by the PIO who will collect, from the respective response and recovery personnel, their emergency response action and recommended course of action to recover from the emergency as quickly as possible. Based upon the verified information from the response personnel, the PIO will develop a coordinated news release. The Board of County Commissioners and Administration will be kept informed of all news releases. The following guidelines will be followed in the release of information to the public:

- A. Initial or pre-hazard strike press releases will appropriately cover information shown below:
 1. Identification of vulnerable or potentially vulnerable areas for each hazard.



CEMP – Public Information

2. Pre-disaster measures to alleviate loss
3. Preparedness tips
4. Response information, especially evacuation and sheltering
5. Information on what to bring to the shelter.

NOTE – The above information will also be included in the ongoing public information program, which is accomplished by the EMD.

- B. Post-hazard strike press releases will appropriately cover the following:
1. Recovery information to include where to go and who to contact for assistance
 2. Safety tips and information for clean-up and debris removal
 3. Information on re-entry
 4. Status of Government offices, schools, power restoration and road closures.

VI. Citizens' Information Center

- A. Running parallel to the JIC is the Citizens' Information Center (CIC) for citizen inquiries and rumor control during an emergency. The CIC manager is responsible for staffing the CIC with adequate personnel based upon planning assumptions discussed with Emergency Management. County personnel and / or volunteers will staff these phones. The CIC will be activated in conjunction with early-stage activation of the EOC.
- B. The CIC will also assist in providing information to and notifying families of survivors (injured or missing) as to their status. This service may also be used for the reuniting of separated families.
- C. The CIC will be in the EOC.
- D. The CIC will maintain up to date information via press releases, field reports and situation briefings as coordinated through ESF-5 Planning.

VII. Public Information and Education on Year-Round Basis

- A. St. Johns County Emergency Management will accomplish the task of providing information and materials to advise residents, seasonal visitors and transients of appropriate protective measures to prepare for an emergency.



CEMP – Public Information

- B. Emergency Public Information (EPI) materials which are designed to educate the public on emergency preparedness measures and what protective actions to take (EAS Stations to tune to, Disaster Check List, etc.), vulnerable areas within the County, shelter and evacuation information including maps and directions, recovery information (Disaster Recovery Centers, Red Cross, other local relief agencies), and local contacts for additional information will be made available to the public each year. These materials will address all hazards affecting County residents and will be disseminated through local newspaper, radio and television stations, special mail-outs, and other means.
- C. Special Needs emergency public information will be developed by Emergency Management to include:
 - 1. Identification of target groups – Elderly, handicapped, non-English speaking populations through social service agencies and census information.
 - 2. Utilization of the St. Johns County Council on Aging and other community organizations to provide information on potential Special Needs populations and assistance in preparing EPI materials.
 - 3. All EPI materials will include this number where special needs populations can contact Emergency Management, (904) 824-5550.
 - 4. Less than 10% of the County's population is non-English speaking. St. Johns County Emergency Management is implementing the Functional Needs Support Services (FNSS) criteria with the intent of being able to assist groups, including those who do not speak English.
- D. The hearing impaired will be kept informed using visual aids and the TDD. The visually impaired populations will be kept informed using radio and TV emergency announcement. In addition, home health care agencies, social service organizations and the Florida Deaf Relay will be asked to assist in keeping the hearing and visually impaired populations informed. St. Johns County PIO will coordinate the hiring of an American Sign Language Interpreter for all live press conferences conducted at the EOC.
- E. Mobile Home occupants are specifically addressed in EPI on the risk of high wind events such as tornadoes and hurricanes.



CEMP – Public Information

- F. In addition to educating the public, Emergency Management will undertake efforts to educate the media by conducting, at least annually, briefings advising the media of emergency plans and procedures, of the flow of information, role of the media during an emergency, and the names of emergency contact persons.

VIII. Media Resources

Area television stations, St. Johns County radio stations and print media as well as the Emergency Alert System (EAS) primary locals (LP1 and LP2, and GTV) will be requested to support and air local emergency messages and announcements that are generated by the EOC. Press releases will be posted on the St. Johns County and St. Johns County Emergency Management websites and social media pages.

A. Area Radio and Television Stations

Television Stations	Telephone / Fax	
Government TV 4020 Lewis Speedway St. Augustine 32084	904-209-0557 phone 904-209-0556 fax	
News 4 Jax WJX-TV 4 Broadcast Place Jacksonville 32207	904-393-9844 phone 904-393-9822 fax	
First Coast News NBC 12 ABC 25 1070 East Adams Street Jacksonville 32202	904-633-8808 phone 904-633-8899 fax	
Fox 30 CBS 47 11700 Central Parkway Jacksonville 32224	904-564-1599 phone 904-642-5665 fax	
Local Radio Stations	Contact Person	Telephone / Fax
WSOS 3000 N. Ponce De Leon Blvd. St. Augustine 32084	Kevin Geddings	904-819-6313 phone 904-826-3471 fax
WAOC WFOY 567 Lewis Point Road Ext. St. Augustine 32086	Kris Phillips, Station Manager	904-687-3015 phone



CEMP – Public Information

B. Emergency Alert System (EAS)

St. Johns County Emergency Operations Center (EOC) is capable of direct EAS input using AlertStJohns. Additional emergency notification information is located in Appendix L. An EAS will broadcast on all local radio stations and scroll across locally broadcast TV stations.

C. Other Available Resources

The following list of organizations will be contacted and requested to provide alerts, warning and other emergency information to all the members of their particular group:

1. St. Johns County Chamber of Commerce
2. St. Johns County COA
3. Florida School for the Deaf and Blind
4. Flagler College
5. St. Johns County School District
6. St. Johns River State College

ST. JOHNS COUNTY
COMPREHENSIVE EMERGENCY
MANAGEMENT PLAN

2025

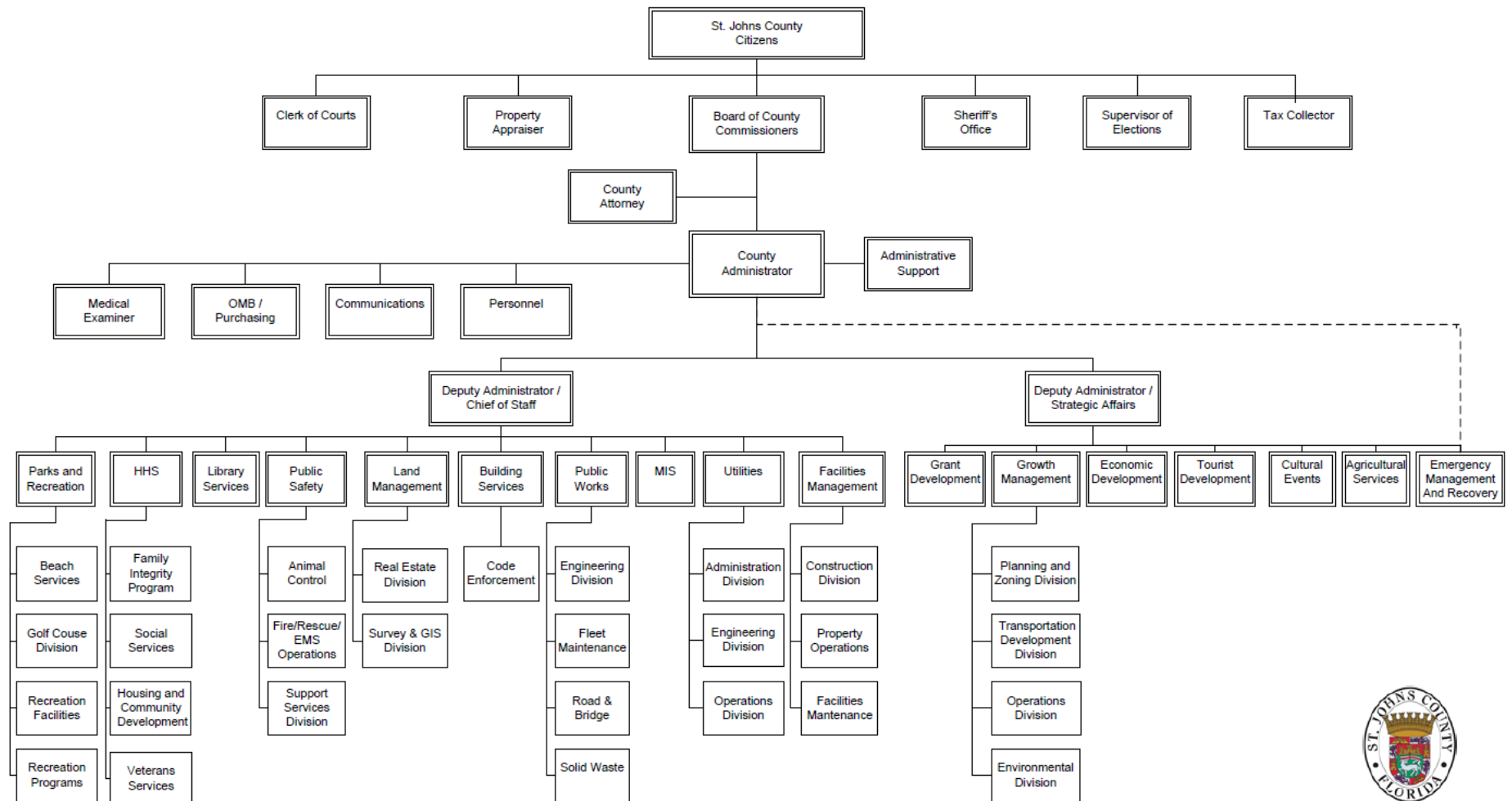
Appendix A
Organizational Charts



Appendix A– Organizational Charts



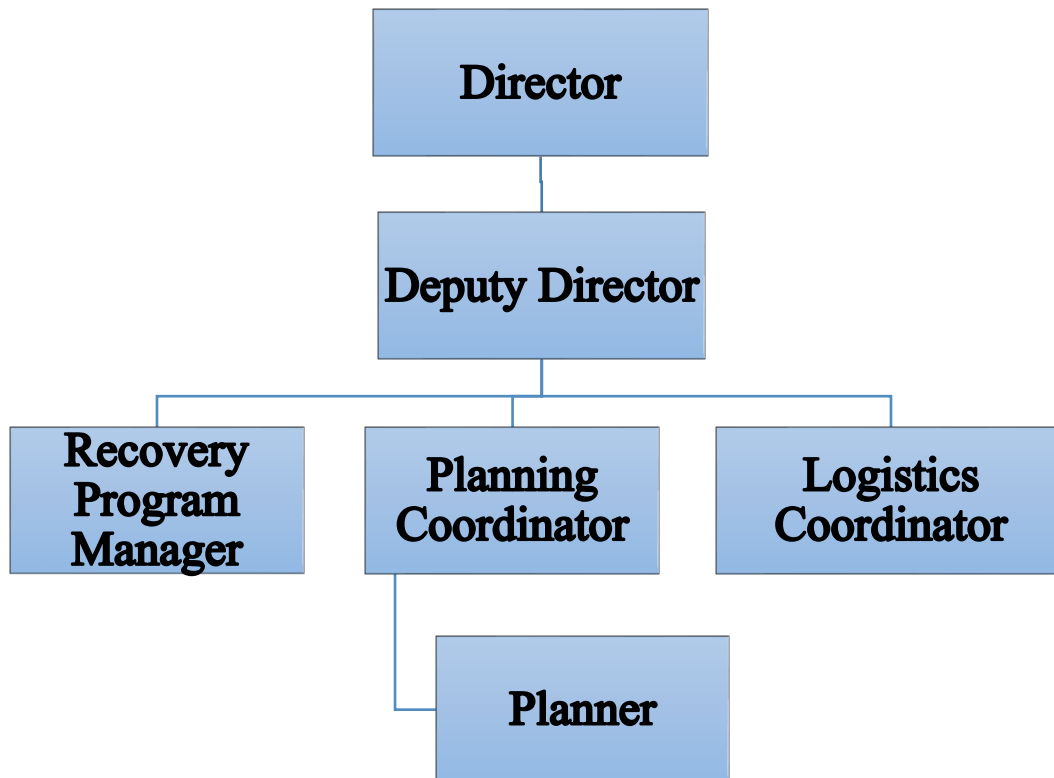
St. Johns County Board of County Commissioners Organization Chart





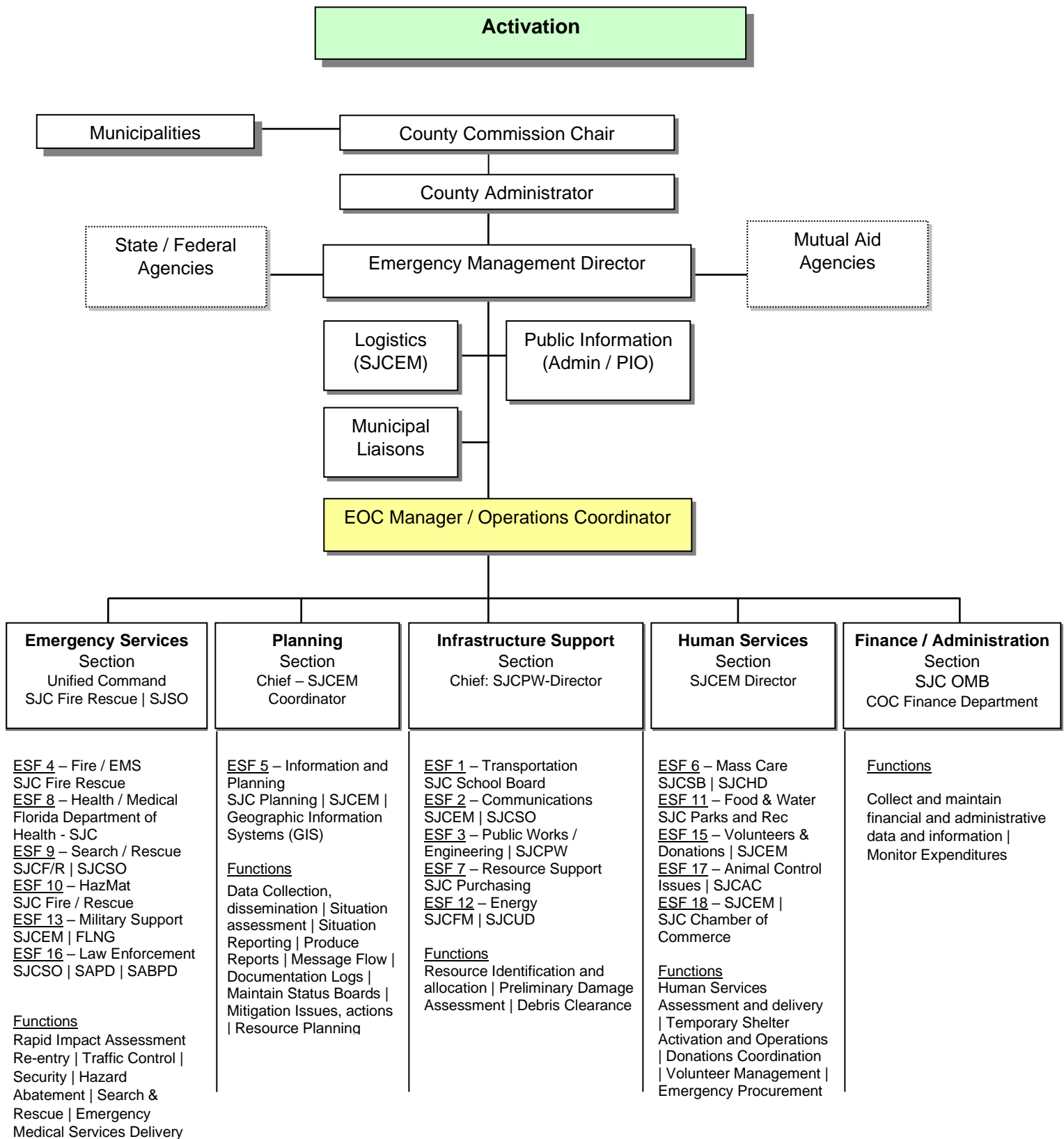
Appendix A – Organizational Charts

Organizational Structure Emergency Management Daily Operations





Appendix A– Organizational Charts



ST. JOHNS COUNTY
COMPREHENSIVE EMERGENCY
MANAGEMENT PLAN

2025

Appendix B

County Ordinance



Appendix B – Ordinance



St. Johns County Emergency Management County Ordinance

St. Johns County's Ordinance 2021-4, Emergency Management Ordinance is on file with the St. Johns County Emergency Management.

ST. JOHNS COUNTY
COMPREHENSIVE EMERGENCY
MANAGEMENT PLAN

2025

Appendix C

Sample Declaration for Local State of Emergency



Appendix C – Sample LSE



EMERGENCY PROCLAMATION NO. 20XX - XX

A PROCLAMATION DECLARING A STATE OF LOCAL EMERGENCY AS PROVIDED BY PART I, CHAPTER 252, FLORIDA STATUTES AND BY ST. JOHNS COUNTY, FLORIDA ORDINANCE NO. 2021-4.

WHEREAS, a state of local emergency needs to be declared, pursuant to Chapter 252, Florida Statutes and St. Johns County Ordinance No. 2021-4, because of the severe threat and the potential of Hurricane XXXX to create excessive rainfall, high tides, tropical storm and or hurricane force winds, which may pose a serious threat to public health and safety and cause flooding, beach erosion, and property damage; and

WHEREAS, the Governor of the State of Florida has issued Executive Order No. XX-XXX declaring a State of Emergency in all Florida Counties pertaining to Hurricane XXXX; and

WHEREAS, persons in St. Johns County need to prepare for tropical storm or near hurricane conditions; and

WHEREAS, St. Johns County is exerting efforts to address emergency conditions and assist affected citizens; and

WHEREAS, the emergency may become beyond the capability of St. Johns County to effectively respond under normal procedures; and

WHEREAS, certain additional specialized equipment and personnel may be required to assist in evacuation and take protective action with regard to life and property; and

WHEREAS, St. Johns County may request assistance from the State and/or may implement its interlocal agreements with other local governments pertaining to emergencies; and

NOW THEREFORE, in accordance with the emergency power vested in the County pursuant to Chapter 252, Florida Statutes, and St. Johns County Ordinance No. 2021-4, it is hereby declared that: (1) a state of local emergency exists and has occurred within and is affecting St. Johns County due to the effects of actual and/or anticipated heavy winds and rainfall and actual or anticipated damage associated with Hurricane XXXX, (2) the occurrence or threat of disaster associated with such emergency is imminent and requires immediate and expeditious action, and (3) the County Administrator and his designees are hereby authorized to take the appropriate emergency measures authorized by Chapter 252, Florida Statutes, St. Johns County Ordinance No. 2019-40, (4) the St. Johns County Comprehensive Emergency Management Plan (the Plan) is hereby activated and the St. Johns County Administrator shall have the power, authority and duty to take any and all action under the Plan necessary for the preservation of the health, welfare and safety of the people of St. Johns County, and (5) the County Administrator is hereby authorized to transfer funds from the Solid Waste Reserve to the Solid Waste budget for use in debris removal and debris management activities related to disaster recovery.

Appendix C – Sample LSE



DONE and ORDERED this _____ day of XXXX, 20XX.

BOARD OF COUNTY COMMISSIONERS
ST. JOHNS COUNTY, FLORIDA

By: _____
XXX, Chair

ATTEST: Brandon Patty, Clerk

By: _____
Deputy Clerk

ST. JOHNS COUNTY
COMPREHENSIVE EMERGENCY
MANAGEMENT PLAN

2025

Appendix D

Statewide Mutual Aid Agreement



APPENDIX D – Statewide Mutual Aid Agreement



A copy of the signed Statewide Mutual Aid Agreement is on file with St. Johns County Emergency Management.

ST. JOHNS COUNTY
COMPREHENSIVE EMERGENCY
MANAGEMENT PLAN

2025

Appendix E

Local Mitigation Strategy





Appendix E – Local Mitigation Strategy

St. Johns County's Local Mitigation Strategy is on file with the St. Johns County Emergency Management. It can also be found online at <https://www.sicfl.us/local-mitigation-strategy-plan/>

ST. JOHNS COUNTY
COMPREHENSIVE EMERGENCY
MANAGEMENT PLAN

2025

Appendix F

Hurricane Landfall Matrix





Appendix F – Hurricane Landfall Matrix

Hurricane Decision Matrix St. Johns County Landfall | 72 – 36 Hours

Hurricane Decision Matrix | Landfall in 96-36 Hours

Decision	L – 96 Hours	L – 48 Hours	L – 36 Hours
EOC Activates	Level III Advisory to ESFs Local Governments Conference call with State	Level II If under watch or pending Activation of Special Needs (SN) Advisory to Local Governments	Discuss Level I activation Conference call with State Planning for SN evacuation Advisory to all
Advisory to Local Governments	Phone Text Email	Phone Text Conference Call	Phone Text Conference Call
Agency Notice County and / or Local Governments	Each agency executes own plans Advise workers of need to execute plan and impact Protect Public Property	Continue preparation ID workers needed for hurricane preparedness and inform them of requirement Protect public facilities and property	Release workers according to plan to prepare own homes (earlier if possible)
Special Needs	EOC monitors situation	Publish SN List Advise Hospitals and Health Care Agencies	Plan / Prepare for decision Plan and prepare shelters
At Risk Populations Manufactured Homes	EOC monitors situation	EAS-Public Service announcements Alert –St. Johns Message	EAS-PSA Alert –St. Johns Message
General Population	EOC monitors situation	EAS-PSA Alert –St. Johns Message	EAS-PSA Alert –St. Johns Message
Policy Group	Receive Advisories from EOC	Receive Advisories from EOC	Establish Policy Group at EOC / First Consideration of State of Emergency / Review of Clearance times / Shelter demands - Consideration of Shelter opening timing.
ESFs	Receive Advisories from EOC	Activate ESFs 1, 4, 5, 6, 8, 14 and 16	SN Planning



Appendix F – Hurricane Landfall Matrix

Hurricane Decision Matrix St. Johns County Landfall | 30 – 18 Hours

Hurricane Decision Matrix | Landfall in 30-18 Hours

Decision	L – 30 Hours	L – 24 Hours	L – 18 Hours
EOC Activates	Level I Activation discussion Decision on declaration of Local Emergency SN Plan at risk population and General Population (GP) evacuation analysis	LEVEL I Warning/Decision on evacuation for GP and at risk population and continue with SN evacuation	Evacuate of at risk population GP if needed Continue with SN
Advisory to Local Governments	Phone Text Email Conference call	Phone Text Conference call Email	Phone Text Email Conference call
Agency Notice County and / or Local Governments	Preparedness continues SN evacuation SN shelter opened	Workers return Prepare for evacuation Arrival Shelters ready and opened	Prepare Evacuate Relocation of local Governments, if required
Special Needs	Gain decision Notify Local Governments Open SN shelter Evacuate EAS/Alert-St. Johns Message	Continue evacuation Monitor progress	Continue evacuation Report completion
At Risk Populations Manufactured Homes	Plan for evacuation EAS/ Alert –St. Johns Message May move decision forward	Decision on evacuation Promote early evacuation	Evacuate EAS/ Alert – St. Johns Message Monitor progress
General Population	Plan for evacuation EAS/ Alert –St. Johns Message PSA May move decision forward	Decision on evacuation Volunteer evacuation considered	Evacuate EAS PSA Alert –St. Johns Message Monitor progress
Policy Group	Declaration of Local Emergency Decision on SN Evacuation Warning/Decision GP Evacuation Shelter opening timing; Conference calls	Decision on at Risk Evacuation GP Evacuation Conference calls	Policy Decisions EAS PSA Alert –St. Johns Message Conference calls
ESFs	General planning	All ESFs report to EOC	All preparedness actions reviewed Evacuate for GP



Appendix F – Hurricane Landfall Matrix

Hurricane Decision Matrix St. Johns County Landfall | 12 Hours through Landfall

Hurricane Decision Matrix | 12 Hours through Landfall

Decision	L – 12 Hours	L – 6 Hours	Landfall
EOC Activates	Advisory to all local Governments, ESFs and Policy Group	Monitor activities Evaluation of Evacuation progress and road shut down timing	Planning re-entry for public safety of citizens
Advisory to Local Governments	Phone Text Conference call	Phone Text Conference call	Phone Text Conference call
Agency Notice County and / or Local Governments	Advisory of storm status	Advisory of storm status	Advisory of storm status and impact
Special Needs	Support Report problems	Support Report problems	Support Report problems
At Risk Populations Manufactured Homes	Continue evacuation EAS/ Alert –St. Johns Message Monitor progress	EAS/ Alert –St. Johns Message Monitor progress	EAS/ Alert –St. Johns Message Monitor progress
General Population	Evacuate EAS PSA Alert –St. Johns Message	EAS/ Alert –St. Johns Message Monitor progress	EAS/ Alert –St. Johns Message Monitor progress
Policy Group	Policy Decisions EAS/ Alert –St. Johns Message Conference calls	Policy Decisions EAS/ Alert –St. Johns Message Conference calls Decision on responders discontinuation of services to shelter timing	Preparation of policy on potential re-entry & other citizen welfare issues
ESFs	Evacuation continued Planning	Preparation for landfall	Work staff issues



Appendix F – Hurricane Landfall Matrix

Hurricane Decision Matrix St. Johns County Landfall | +12 Hours through +48 Hours

Decision	L – +12 Hours	L – +24 Hours	L – +48 Hours
EOC Activates	Re-entry policy decision Public safety assessment Conference call with State Response & Recovery actions begin	Public safety assessment Re-entry Decision on Recovery Operations Center (ROC) Continue Response & Recovery	Continue public safety assessment Continue Response & Recovery
Advisory to Local Governments	Phone Text Conference call Email	Phone Text Conference call Email	Phone Text Conference call Email
Agency Notice County and / or Local Governments	Public safety assessment Critical needs assessment Damage assessment	Damage assessment Public safety assessment Critical needs assessment	Citizen needs Protection Project Worksheets
Special Needs	Plan consolidation of SN into shelters, home, other	Continue planning for post sheltering Await Policy Group decision	Continue planning Completion if not needed
At Risk Populations Manufactured Homes	EAS/ Alert –St. Johns Message Pending decisions on public safety re-entry	Decision on re-entry Post sheltering	Pending re-entry Post sheltering
General Population	EAS/ Alert –St. Johns Message Pending decisions on public safety re-entry	Re-entry Damage assessment	Damage assessment Post sheltering
Policy Group	Policy Decisions on public safety—re-entry Curfew General issues and welfare of citizens	Continue Policy Decision on re-entry Curfew Public safety ROC decision	Hazard Mitigation Recovery Activate Hazmat Teams
ESFs	Response & Damage Assessment	Response Recovery & Damage Assessment	Response Recovery & Damage Assessment ROC



Appendix F – Hurricane Landfall Matrix

Hurricane Decision Matrix St. Johns County Landfall | +72 Hours through +1 Week

Decision	L – +72 Hours	L – +96 Hours	L – +1 Week cont.
EOC Activates	Establish Recovery Center for Federal State Local Response & Recovery	Media Information Recovery Center Individual assistance Public assistance Recovery	Public Individual assistance Coordinate Response & Recovery LMS Committee
Advisory to Local Governments	Phone Text Conference call Email	Phone Text Conference call Email	Phone text Email Conference Calls continue until no longer required (may be replaced by meetings)
Agency Notice County and / or Local Governments	Citizen needs assessment Project Worksheets (PWs)	PWs Coordinate with Federal, State & Local Governments	PWs and all other actions as required Complete evaluation of ability to resume governmental responsibilities
Special Needs	Close shelter if able Check life support & energy needs	Close shelter if possible	Secure energy needs for critical life support systems Home, facilities, etc.
At Risk Populations Manufactured Homes	Re-entry Post sheltering	Post sheltering Return	Post sheltering Return
General Population	Post sheltering Damage assessment	Damage assessment Post sheltering	Damage assessment Post sheltering
Policy Group	Develop Recovery Plan Public Assistance Individual assistance Overall Recovery Plan	Policy Decision on extension of Emergency Declaration Decision on curfew & other in place restrictions Public Official briefing and update	Contact Emergency Government if required
ESFs	Response & Damage assessment	Response Recovery	Response Recovery

ST. JOHNS COUNTY
COMPREHENSIVE EMERGENCY
MANAGEMENT PLAN

2025

Appendix G

Damage Assessment





Appendix G – Damage Assessment

Damage Assessment Standard Operating Procedures

I. Purpose

The purpose of this procedure is to define the specific steps to be taken in the event of a disaster for conducting damage assessment in St. Johns County.

II. Definitions and Explanations

The key terms used in this procedure should be understood to mean the following:

A. Damage Assessment

Damage Assessment is the process undertaken by representatives of St. Johns County, and representatives from impacted municipalities, to gather information for the following purposes:

- To identify the needs of victims.
- To describe and document the type, extent, and location of damages for emergency decision making purposes at all levels of government.
- To establish disaster recovery priorities and the type and quantity of resources and personnel required during recovery.
- To determine the need for, and type of State and Federal disaster assistance to ensure the County's short and long-term recovery needs are met.

B. Initial Damage Assessment

Initial Damage Assessments are conducted to provide quantified estimates of damages. Survey 123 is the primary means for capturing damage assessment reports and is managed by SJC GIS. The secondary means of collection is three Initial Damage Assessment Report forms to document damages to affected housing units, local industry and businesses, and public facilities.

C. Emergency Management

The Emergency Management Director (EMD) or designee will serve as the liaison with the state recovery staff.



Appendix G – Damage Assessment

1. The local role in support of federal and state damage assessment operations will consist of providing local assistance in locating necessary work areas and storage facilities for the Damage Assessment Team. Emergency Management will also provide necessary personnel to serve as a guide / liaison when available.
2. Initial Damage Assessment Reports will be consolidated by Emergency Management and forwarded to the SEOC as necessary.
3. Procedures for assessing physical damage will include drive / walk through of the damaged area(s) and reports received by 911, Law Enforcement, Fire Rescue, resident calls to the Citizens Information Center and other reports.
4. Aerial surveys may be conducted using drones and the St. Johns County Sheriff's Office or Anastasia Mosquito Control's helicopters as soon as it is safe to fly. Aerial still photos and video will be taken of the County for response and recovery activities.

D. Damage Assessment Officer

The County Damage Assessment Officer is responsible for supervising the County's damage assessment process to include pre-emergency planning, mobilization of personnel and resources, deployment of damage assessment teams into the field, compiling countywide damage assessment information, and preparing required Initial Damage Assessment Reports. The County Damage Assessment Officer serves in the Emergency Operations Center when activated.

E. Damage Assessment Teams

The County Damage Assessment Teams are composed of trained personnel operating in the field who visibly inspect damaged and destroyed structures and other facilities and upload data into Survey 123 while in the field. The County's Damage Assessment Team members primarily evaluate residential structures but may take note of public sector damages as well as to conduct infrastructure assessments to help support state and federal Preliminary Damage Assessment Teams.



Appendix G – Damage Assessment

F. Damage Assessment Team Leaders

The County Damage Assessment Team Leaders are pre-selected County employees who have been trained in damage assessment methods and procedures and who will lead the County's Damage Assessment Teams in the field.

III. Concept of Operations

The St. Johns County Concept of Operations for Damage Assessment encompasses the following criteria:

A. Pre-Disaster Planning and Data Gathering

Damage assessments conducted with Survey 123 calculate cost estimates using a percentage-based formula from the SJC Property Appraisers assessed value data (ex. major = 75% damage cost = 75% reduction in the assessed value). The damage level is selected for the property in Survey 123 and damage totals are totaled and displayed in the ARC GIS damage assessment dashboard.

B. Organizational Structure

Upon activation, County damage assessment personnel are organized into teams of two. The County Damage Assessment Officer, under the guidance of Emergency Management, will direct the damage assessment process. When feasible, teams will be deployed to areas of the county they are familiar with. For example, Code Enforcement Officers may deploy to their regularly assigned areas. Each team will have a driver and a data entry person.

C. Areas of Responsibility

St. Johns County will directly conduct damage assessment activities for all unincorporated areas within the County as well as incorporated areas that have requested the assistance of the County. The incorporated municipalities of the City of St. Augustine and the City of St. Augustine Beach have trained damage assessment teams in place will coordinate with the County Damage Assessment Team for the completion of a comprehensive damage assessment. The cost estimates of damage in incorporated and unincorporated areas combined to determine a total estimate for St. Johns County. In the event of major destruction,



Appendix G – Damage Assessment

these municipalities may request and receive assistance in damage assessment from the County.

D. Damage Assessment Activation

Activation of the County's Damage Assessment process will proceed as follows:

1. The EMD, or designee, will contact the County Damage Assessment Officer, or alternate, advising them of the situation and request the County Damage Assessment Officer either fully, or partially, mobilize the County's Damage Assessment Teams or place them on standby status.
 - a) The term **"fully activated"** implies that all County Damage Assessment Teams have been mobilized and members have reported to the County EOC, or other facility if so directed; are fully equipped to perform damage assessment duties; and have been briefed by the County Damage Assessment Officer.
 - b) The term **"partially activated"** implies that only selected County Damage Assessment Teams have been activated and ordered to report for damage assessment duties.
 - c) The term **"standby status"** implies that all, or part, of the County Damage Assessment Teams have been advised that the need for damage assessment could be imminent.
2. The County Damage Assessment Officer will contact the County's Damage Assessment Team Leaders advising them of the situation and either fully activate the County's Damage Assessment Teams or place them on standby status.
3. Team Leaders will contact Damage Assessment Team members.
4. Once County Damage Assessment Teams have been mobilized and have met the criteria outlined under 1(a) above, the County Damage Assessment Officer will notify the EMD that the County's damage assessment process is fully activated and ready for deployment.



Appendix G – Damage Assessment

E. Damage Assessment Methodology

County Initial Damage Assessment

1. Once the County's damage assessment process has been activated, and as soon as possible following the disaster's impact, an Initial Damage Assessment of the affected areas will be completed by County Damage Assessment Team members. The purpose of the County's Initial Damage Assessment is to quickly evaluate the County's infrastructure to determine whether an effective response by County resources can be mounted and sustained; and to quickly determine whether survivor needs can be met internally or will require State and possibly Federal assistance.

The results of the County's Initial Damage Assessment will be transmitted into the EOC via Survey 123 and live updates will continuously flow in from the field. Initial Damage Assessment forms will be completed by County Damage Assessment Team members assigned to this task when Survey 123 is not able to be utilized. If communication infrastructure is damaged the reports will be submitted by radio or telephone to the County Damage Assessment Officer for compilation.

2. Assessment team members will note any obviously unsafe structures or facilities, tag or otherwise mark these structures, and report them to the EOC for transmittal to the appropriate County or municipal building inspection agencies.
3. Damages to certain pre-determined critical facilities will also be noted during the Initial Damage Assessment and included in the report to the County's Damage Assessment Officer.
4. As soon as possible thereafter, the EMD, in consultation with the County's Damage Assessment Officer, will prepare and submit the County's Damage Assessment report via WebEOC or other form as requested by FDEM.

Continuing Evaluation of Damage Assessment Needs

1. The EMD will evaluate the need for further damage assessment and the point in time when it will be safe to resume the damage assessment



Appendix G – Damage Assessment

process. The Emergency Management Director will notify the County's Damage Assessment Officer if further damage assessment is required.

2. The County Damage Assessment Officer can utilize existing resources, mobilize additional County Damage Assessment Teams, or should the situation warrant, de-mobilize the Damage Assessment Teams at this time.

Assessment Team Deployment

1. Damage Assessment Teams are composed of at least two individuals trained in the methods and procedures for damage assessment and are selected based upon their training, expertise, and availability. Each Team Member is encouraged to attend the four-hour State Damage Assessment Training Class for field personnel. This class will be scheduled as needed for new Team Members prior to hurricane season each year.
2. The County Damage Assessment Teams will be assigned to conduct damage assessments by the County's Damage Assessment Officer.
3. Damage Assessment Team members are briefed by the Emergency Management Director and the County Damage Assessment Officer on the suspected areas of impact, purposes of the assessments, and any anticipated concerns.
4. Team members are equipped with essential equipment, supplies, and transportation prior to deployment.
5. Damage Assessment Teams will be deployed to areas identified in initial damage assessment to be most severely impacted, and then move to areas of lesser impact. Structures deemed uninhabitable or otherwise unsafe will be tagged and the location of such structures transmitted to the EOC for referral to the proper agencies. Teams will continue inspection of designated critical facilities upon arrival in the area.
6. The Damage Assessment Team members will continue to assess damages until completed or until the County Damage Assessment Officer asks that the team suspend the assessment and return to the EOC or other designated site or relocate to another grid zone or area to continue assessing damages.



Appendix G – Damage Assessment

7. The St. Johns County Chamber of Commerce and will conduct business damage assessments. Reports will be relayed to Emergency Management and the Florida Division of Emergency Management via WebEOC.
8. Public Assistance Damage Assessments will be conducted with the assistance from County Department Directors. Departments responsible for conducting damage assessment on public infrastructure includes the following:
 - Agricultural Ext. Office
 - Public Works
 - Clerk of the Court
 - Risk Management
 - Facilities Maintenance
 - Sheriff's Office
 - Fire Rescue
 - School District
 - Growth Management
 - Supervisor of Elections
 - Health and Human
 - Tax Collector
 - Utilities
 - Library
 - Parks and Recreation

VI. Compilation and Filing Damage Assessment Reports

All damage assessment reports will be compiled and completed by the County EOC in accordance with the following criteria:

A. County Damage Assessments

1. Survey 123 data reports and dashboards, or completed damage assessment forms, along with supporting photographs, measurements, maps, etc., will be submitted to the EOC by the County's Damage Assessment Teams.



Appendix G – Damage Assessment

2. All submitted private and public sector reports will be reviewed to ensure completeness and an assurance of accuracy.
3. Shortfalls or data inconsistencies will be addressed with the appropriate Team Leader(s) and an attempt will be made to expeditiously correct the shortfalls.
4. Data will be compiled in a format suitable for reporting purposes, i.e., for use in updated County Situation Reports and Incident Action Plans, or for submission to State/Federal agencies. Submissions of damage assessment data will be completed via WebEOC or other form as requested by FDEM.

B. Municipal Damage Assessments

1. Municipal officials assigned to complete their jurisdiction's damage assessments will utilize their internal processes and procedures for collecting data. They will submit their findings to the EOC for inclusion in the County's Situation Report, Incident Action Plan, and other reports as necessary, to summarize the impact of the disaster to their public and private sectors. Information contained on these reports will be emailed or hand delivered to the County's EOC.
2. Completed damage assessment forms along with supporting photographs, measurements, maps, etc., will remain the property of the affected municipality. However, upon request from the County's Damage Assessment Team, a suitable number of "typical forms" depicting both public and private sector damages will be copied and transported along with documents summarizing the entire scope of the municipal damages to the County's EOC by the most expeditious means possible.
3. All submitted private and public sector reports by municipal governments will be reviewed to ensure completeness and an assurance of an appropriate level of accuracy.
4. Shortfalls or data inconsistencies will be addressed with the appropriate municipal damage assessment person and an attempt will be made to expeditiously correct the shortfalls.



Appendix G – Damage Assessment

5. Data will be compiled in a format suitable for reporting purposes, i.e., for use in updated County Situation Reports and Incident Action plans, or for submission to State/Federal agencies.
6. Municipalities will be asked to submit damage estimates for all public infrastructure damaged by the disaster.

Once the information is compiled, all damage assessment information will be submitted to the following:

- County Administrator
- BOCC and Elected Officials
- Other appropriate County and municipal executives
- County Public Information Officer
- Florida Division of Emergency Management

Data transmission to the Florida Division of Emergency Management will be by WebEOC, email or other mode as requested by FDEM.

VII. Subsequent Support Activities

- A. Following a review of the County's damage assessment forms, the County Damage Assessment Officer will contact the County or municipal building inspections department and verify the location of any structures that are likely to be unsafe for entry or occupancy.
- B. The EOC will document all damage assessment related expenses incurred by the County as a result of the disaster and will notify municipalities conducting their own damage assessments to do the same. Damage Assessment is not an eligible FEMA reimbursement expense under the Stafford Act.
- C. The Damage Assessment Team will remain on standby status to provide information and support to the following individuals or entities:
 1. State and Federal Damage Assessment Teams
 2. County Public Information Officer
 3. County Administration



Appendix G – Damage Assessment

4. State Rapid Impact Assessment Team members
 5. County, State and Federal Hazard Mitigation evaluation team members
- D. The County Damage Assessment Officer in coordination with SJC Disaster Recovery and the EOC will review the reports and findings of any joint Federal-State Preliminary Damage Assessment conducted in the County to assure the County's assessments and interests have been represented.

VIII. Maintenance of Procedures and Capabilities

The EMD is responsible for assuring that a sufficient number of County and municipal personnel are fully trained in damage assessment methods and procedures. Emergency Management will update this procedure at least annually to assure its accuracy and consistency with the CEMP and State requirements.

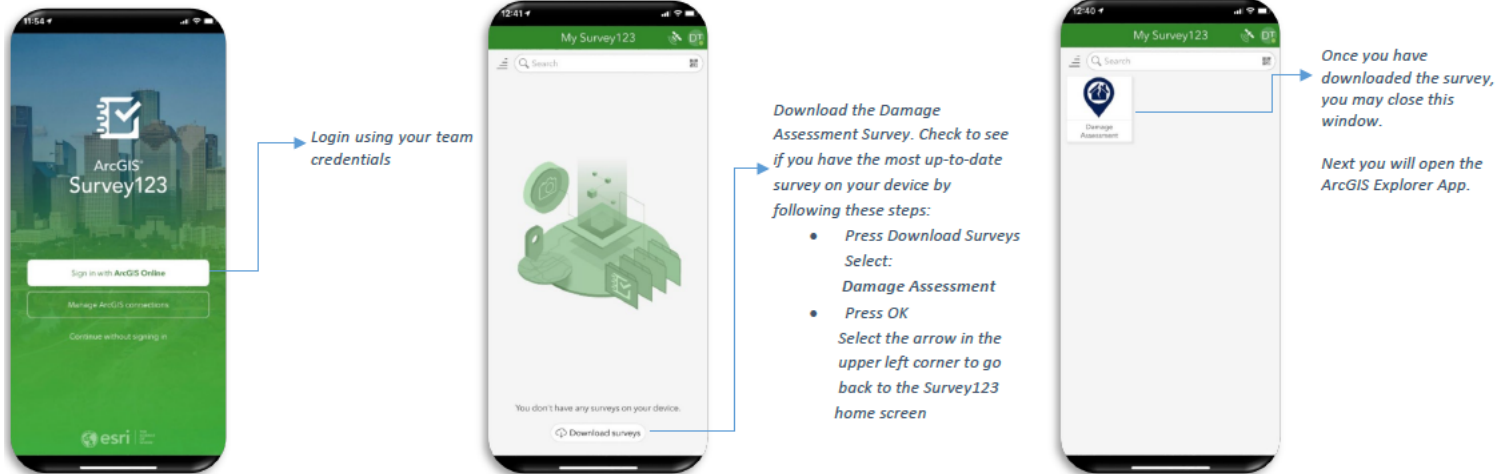


Appendix G – Damage Assessment

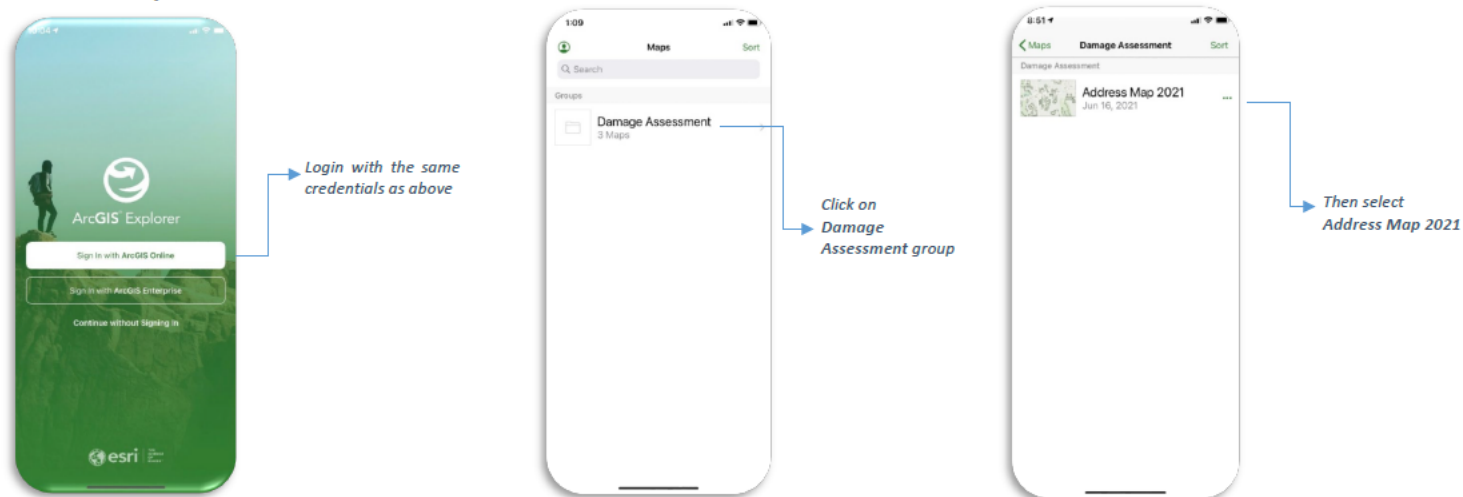
Attachment 1 – Survey 123 Damage Assessment User Guide

Depending on your device platform, download and install ArcGIS Survey123  and the ArcGIS Explorer app 

Survey123



ArcGIS Explorer

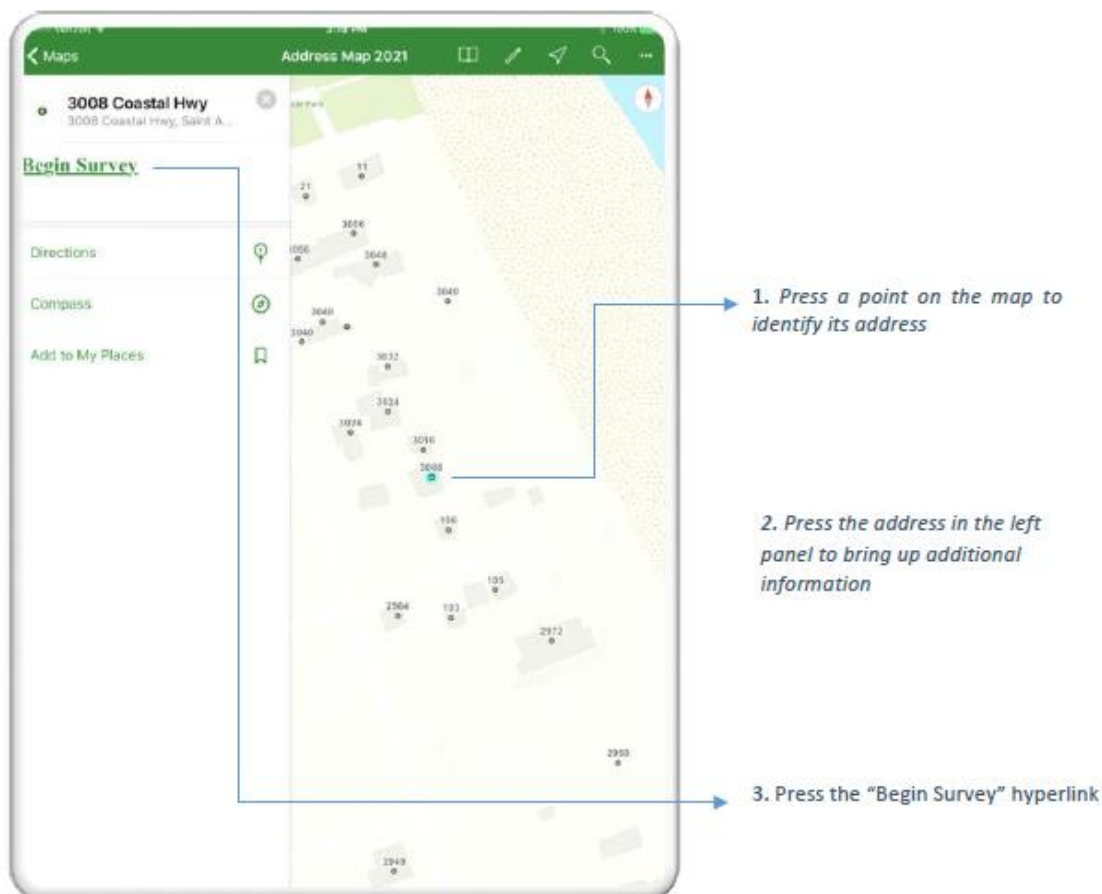




Appendix G – Damage Assessment

ArcGIS Explorer

- *Open ArcGIS Explorer on the mobile device*
- *Select Sign in*
- *Select ArcGIS Online*
- *Type your credentials in the ArcGIS login (credentials will be provided to you)*
- *Press Sign in*
- *Make sure that "Address Map 2021" is your current map*
- *Press the arrow icon in the top panel to have the map centered at your current location*





Appendix G – Damage Assessment

ArcGIS Survey123

The Damage Assessment Survey will now be displayed with information about the address point already populated in the survey

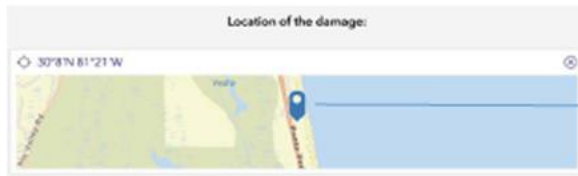
Complete the questions in the survey by pressing the circle next to the appropriate answer

When the user selects a Level of Damage, additional options are displayed and the user can select the best description of the affected damage

The user can also add a narrative or note by typing in the text box or dictating a response

Appendix G – Damage Assessment

ArcGIS Survey123



The map already shows the location of the damage based upon the address point selected

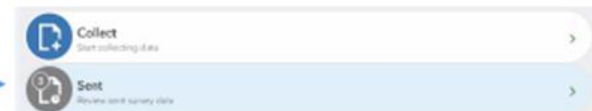


Press the camera icon to take a photo of the damage. Press the plus icon to add additional photos. Press the trash icon to delete any photos.

Also, the user can take photos before starting the survey and add them to the survey by selecting the file folder icon.

- Once the survey is complete, press the Check Mark in the lower right corner of the screen
- If the user is online, you can press the “Send Now” button to send the completed survey. If the user is not online, press the “Send Later” button and the surveys will be stored in the Outbox to be sent at a later time
- When you are back in cellular or WIFI service and ready to send, open the Survey123 application and select the Damage Assessment Survey, press Outbox and then press the Send button located at the bottom right corner of the screen to submit all surveys in the Outbox

There is a small number located on the Sent icon at the bottom of the screen that will inform you of the total number of surveys that have been successfully submitted



- After sending the survey, press Explorer (top left corner of the screen) to return to ArcGIS Explorer to select an address from the map and start another survey

ST. JOHNS COUNTY
COMPREHENSIVE EMERGENCY
MANAGEMENT PLAN

2025

Appendix H

**Public Works Disaster Response and Recovery Guide
(Debris Management Plan)**



Appendix H – Public Works Disaster Response & Recovery Plan



St. Johns County Public Works' Disaster Response and Recovery Plan, which serves as the County's Debris Management Plan, is on file with the St. Johns County Emergency Management.

ST. JOHNS COUNTY
COMPREHENSIVE EMERGENCY
MANAGEMENT PLAN

2025

Appendix I

St. Johns County Logistics and POD Strategy





Appendix I – Logistics and POD Strategy

St. Johns County's Logistics and POD Strategy is a separate planning document available from St. Johns County Emergency Management.

ST. JOHNS COUNTY
COMPREHENSIVE EMERGENCY
MANAGEMENT PLAN

2025

Appendix J

Sheltering





Appendix J – Sheltering

A copy of the St. Johns County Sheltering Plan is on file with St. Johns County Emergency Management.

ST. JOHNS COUNTY
COMPREHENSIVE EMERGENCY
MANAGEMENT PLAN

2025

Appendix K

Disaster Housing Strategy





Appendix K – Disaster Housing Strategy

St. Johns County's Disaster Housing Strategy is a separate planning document available from St. Johns County Emergency Management.

ST. JOHNS COUNTY
COMPREHENSIVE EMERGENCY
MANAGEMENT PLAN

2025

Appendix L

**St. Johns County Emergency Alert, Warning and
Dissemination Plan**





Appendix L –Alert, Warnings and Dissemination Plan

A copy of the St. Johns County Emergency Alert, Warning and Dissemination Plan is on file with St. Johns County Emergency Management.

ST. JOHNS COUNTY
COMPREHENSIVE EMERGENCY
MANAGEMENT PLAN

2025

Appendix M

Emergency Operations Center SOP





Appendix M – Emergency Operations Center SOP

Emergency Operations Center (EOC) Standard Operating Procedures

I. Purpose and Scope

A. Purpose

The purpose of this document is to explain the concept of operations for staffing the Emergency Operations Center (EOC) of St. Johns County, Florida.

B. Scope

The scope of the procedures includes responsibilities of personnel assigned duties in the EOC and checklists of items, which should be accomplished prior to, during, and following EOC operations.

II. Establishment of the Emergency Operations Center (EOC)

The EOC is established for the purpose of providing overall coordination, operations and resource management, and information management, during large scale emergencies or disaster situations. The St. Johns County EOC is located at 100 EOC Dr., St. Augustine, Florida. Emergency operations may be coordinated at the EOC or from a Mobile Command Post, depending on the situation.

A. Organization

St. Johns County Emergency Management will manage the EOC during activation.

III. EOC Organization

- A. The EOC staff organization will consist of those ESFs that have been activated, Emergency Management Director (EMD), Deputy Director, the two Coordinators, the Planner, and the Administrative Assistant. Others who may be on duty in the EOC include elected officials, representatives from municipalities within the County and state and federal agencies.

IV. Responsibilities

- A. As the EOC Director, the EMD is responsible for the overall direction and guidance of emergency response activities and operations during an emergency and for the activation and deactivation of the EOC when necessary. The Director will initiate activation activities and advise the SEOC upon local activation, the current level of



Appendix M – Emergency Operations Center SOP

activation and what activation level is expected within the next operational period, typically 12-24 hours.

B. The EMD will be responsible for, but not limited to:

1. Assuring the County EOC is activated in a timely manner and is adequately staffed for emergency operations.
2. Assuring that key personnel are notified in a timely manner.
3. Assigning tasks to be performed by EOC personnel.
4. Preparing advisories and briefs for elected officials, administration and members of the EOC staff.
5. Establishing and maintaining communications with the FDEM.
6. Maintaining and operating communications links with federal, state and local emergency response personnel.

V. Activation

A. EOC activation levels are as follows:

1. Level III Monitoring – This is typically a “monitoring” phase. Notification may be made to the primary ESF agencies if Emergency Management feels the situation may worsen.
2. Level II Partial Activation – This is a limited County activation. All primary ESF members are again notified. Selected ESFs may be requested to report to the EOC to assist Emergency Management in EOC operations. The State Watch Office (SWO) will be notified.
3. Level I Full Activation - Full-scale activation of the EOC with 24-hour operations. All primary and secondary ESF's will be requested to report for duty in the EOC. The State Watch Office will be notified and FDEM will be requested to provide a liaison in the EOC, as needed.

B. The EOC Operations Officer will ensure the following actions are taken upon activation of the EOC:

1. Contact the St. Johns County Sheriff's Office to provide security for the EOC. Establish security checkpoint allowing only authorized personnel, who are known or who have proper identification to enter.
2. Contact Management Information Systems (MIS) to maintain EOC technology.



Appendix M – Emergency Operations Center SOP

3. Transfer EOC main phone line (904-824-5550) to the CIC pod.
4. Provide a briefing on the operations of the EOC to all ESF staff and provide a copy of this SOP, WebEOC login credentials, message forms and other required documents.
5. Contact the Council on Aging to arrange the delivery of food, food preparation staff and timetable for meals to be ready for EOC personnel. Simultaneously order dumpsters and paper products (plates, napkins, utensils, etc.)
6. Ensure that propane gas tanks have been filled for cooking and hot water and top off the diesel tank for EOC generator.
7. Activate the EOC cleaning contract to arrange for 1x daily cleaning of the EOC.
8. Prepare men's and women's locker rooms to be used for 24-hour activation.
 - a) Stock restrooms with paper products
 - b) Make available pillows, sheets, and blankets
 - c) Cleaning supplies
9. Contact Fire Rescue to stock the Infirmary.
10. Test all audio / visual equipment.
11. Prepare each ESF group with:
 - a) Office Supplies
 - b) EOC SOP
 - c) Maps
 - d) Computers
12. Prepare a timeline for lowering storm shutters if needed.
13. Fly Hurricane Watch / Warning Flags if required.
14. Update electronic Status Boards within the EOC and WebEOC (as necessary).



Appendix M – Emergency Operations Center SOP

15. Ensure there is sufficient support staff for the following functions:

- a) Communications
- b) PIO / Citizens Information Center
- c) Messengers
- d) Security
- e) Food Service

16. Ensure that all communications links are tested

17. Ensure the Media area is prepared for the media.

The County EOC is declared fully operational by the Deputy Director when all items on the above checklist have been completed.

VI. Family Safety

Personnel reporting to the EOC for duty will have had a briefing (time permitting) prior to reporting for an operational shift. Should the incident be of such a nature as to pose a threat to family members of the EOC staff, or their property, they will be given advance notice and ample time to secure their property and family members before reporting to the EOC for duty.

VII. Staff Responsibilities

- A. Personnel reporting to the EOC for duty will sign in upon arrival, receive EOC and be directed to their assigned seat.
- B. Upon shift change of any staff member, the same procedure as above will be observed. Personnel will advise Emergency Management of the staff change.
- C. Each staff member will follow WebEOC operation protocol and procedures when transmitting and receiving messages or submitting mission / resource requests.
- D. Each staff member will maintain a log of activities relating to their area(s) of responsibilities.
- E. Each staff member will perform the following prior to shift relief:
 - 1. Review of electronic status boards;
 - 2. Review WebEOC boards



Appendix M – Emergency Operations Center SOP

3. Brief relief on activities, equipment and personnel deployed;
4. Prepare a brief report for the Operations Officer, EMD, and PIO at the end of each shift;
5. Complete and submit ICS 214 form.
6. Sign-out when leaving

VIII. Public Information / News Media

- A.** Reference: St. Johns County ESF 14 SOP.
- B.** All news media representatives will be received by the Public Information Officer (PIO) who will coordinate activities involving the news media. Regular press briefings will be scheduled as warranted in the Conference Room at the EOC or other designated area. The PIO will conduct the briefings with assistance from the EMD, County Administrator, elected official(s) or ESF staff, as needed.
- C.** The PIO will prepare a report on media activity for the EMD and the County Administrator BOCC after each EOC shift has been completed.
- D.** News releases will be prepared for and approved by the Director or County Administrator as required or necessary.
- E.** The media will not be allowed to tour the EOC unescorted. The media will not be allowed to address questions to ESF staff members unless coordinated by the PIO.
- F.** All media personnel must sign in on the EOC log. Upon leaving, individuals must sign-out.

IX. Identification

- A.** The EOC will be restricted to those authorized personnel who have been assigned to their EOC work area.
- B.** All government staff personnel with access to the EOC will wear their identification card displayed on their outer clothing in plain sight.

X. Establishment of Shifts

EOC shifts will be for twelve (12) hours, covering 24 hours per day for all activated ESFs.



Appendix M – Emergency Operations Center SOP

XI. Reporting

- A.** Each staff member in the EOC should discuss all activities and actions taking place during their shift with the oncoming staff member for their position.
- B.** The report should cover major activities relating to areas of responsibility during the shift. Such items should include, but not be limited to:
 - 1. Resource requests – mission number and status
 - 2. Resources deployed
 - 3. Available resources
 - 4. Potential emerging issues
 - 5. Any other appropriate information
 - 6. Agreements, accidents and actions

XII. Briefings

- A.** A briefing for all members of the EOC Staff will be given by the EMD in advance of known or potential emergency situations. The purpose of pre-emergency briefings will be to inform the staff members of a developing situation (i.e. hurricane, flood, etc.). The items covered in such briefings will be the developing situation, review of staff procedures and an analysis of the threatened area(s).
- B.** A briefing will be given at the beginning of each operational period to establish the current situation and the objectives for the upcoming operational period.
- C.** Change of shift briefings will be accomplished by each EOC staff member upon being relieved and will be facilitated by the Operations Chief. The briefing will be for the benefit of the oncoming staff and will cover the current status of the operations including those activities and events that have occurred during their particular shift.
- D.** Post emergency briefings will also be given for the purpose of offering an after action analysis of actions of the operations staff and to provide input and comments for improvements in future operations and procedures.

XIII. Message Control Procedure

These procedures define the message control process within the EOC. Proper management of messages is necessary for the effective dissemination of information to personnel within the EOC, personnel of various agencies and to field operations.



Appendix M – Emergency Operations Center SOP

The information flow within the EOC will be completed through WebEOC. Partner agencies (Emergency Management staff, ESF staff, Citizens Information Center) have access to WebEOC which is the incident management software utilized in SJC and by the State of Florida. Regardless of how the message is received in the EOC, it will be logged in to WebEOC and assigned to the appropriate ESF for action. Once final action is completed, the message will be appropriately updated by the assigned agency (completed, closed, in-progress, etc.). Emergency Management staff will coordinate and oversee all actions taken in WebEOC. Emergency Management staff will have the sole responsibility of placing missions in the State instance of WebEOC for actions and requests that need to be elevated to the state level.

A. Incoming Messages

1. EOC personnel will receive a great deal of information from representatives in the field located in or near the disaster area(s) via radio, phone or messenger.
2. Upon receipt of the message / information, the EOC Message Center or representative will input the information into WebEOC and route it accordingly.

B. Outgoing Messages

1. Outgoing messages communicated by telephone (or any other means) should be documented in WebEOC. Any message originating in the EOC for transmission WebEOC will receive the following action:
 - a. Identification of the sender / receiver;
 - b. The last name of the receiver and his / her location;
 - c. The receiving agency will review the message and assign it a priority for action.

XIV. Deactivation

- A.** Deactivation, or phasing the operations to a lower activation level, of the EOC will be ordered by the EMD.
- B.** Notification of deactivation or changes in activation level will be reported to the SEOC.

II. Tests and Exercise

This SOP will be tested annually, to ensure adequate training of personnel.



Appendix M – Emergency Operations Center SOP

III. Recommended Changes

Any recommended changes to this SOP will be submitted to the EMD who will discuss changes with the ESF members before final action is taken.

NOTE - An *Emergency Operations Center Functional SOP* and *EOC Activation During a Pandemic Plan* have also been developed and is on file with St. Johns County Emergency Management.