

ST. JOHNS COUNTY
COMPREHENSIVE EMERGENCY
MANAGEMENT PLAN

2016

Appendix S

**St. Johns County Emergency Alert, Warning and
Dissemination Plan and Civil Emergency
Message Procedures**



**Procedures for Requesting a
“Civil Emergency Message”
from NWS Jacksonville, Florida**

This process may be used if the EMNet System is not available due to a lack of satellite signal or internet connection. The Primary mechanism for launching CEM/IPAWS will be using EMNet following the guidelines in the St. Johns County Alert, Warning, and Dissemination Plan. This Plan is a separate planning document on file with St. Johns County Emergency Management.

Introduction:

If in the judgment of the County Emergency Management Director, or other designated civil authority, a significant event that threatens public safety occurs in their jurisdiction, that authority may request the transmission of a “**Civil Emergency Message**” (CEM) from the National Weather Service Forecast Office in Jacksonville, Florida.

Usage:

The use of this message should be restricted to events in which the immediate release of information to the media and public will aid in reducing the loss of life, injury and / or the substantial loss of property. Examples include, but are not limited to, wildfire, hazardous substance release and terrorist attack.

Transmission:

CEM’s will be forwarded to the media and public via the following methods:

To the media via automated weather circuits;
To the media and public via NOAA Weather Radio (alarmed) and EAS;
Via the NWS Jacksonville WFO website.

Procedures:

1. Contact NWS Jacksonville WFO to alert the duty forecasters that a CEM is necessary. This may be done via:
 - a. State Warning Point
 - b. Florida EMNet
 - c. Telephone

Important: Do not leave messages on voice mailboxes.
For all numbers at the voice mail press “1” to reach the duty forecaster.

Unlisted: 904-741-4411

Listed: 904-741-4370
Toll free: 800-499-1594

2. The preferred method is to forward a copy of the requested text via fax or email to NWS Jacksonville WFO. The text should be short, if possible 100 words or less.

NWS Jacksonville WFO Fax Number: 904-741-0078

Please include the following information in your fax:

- a. Time you wish the CEM to expire;
 - b. Threat;
 - c. Area affected;
 - d. Actions required of the public (avoid, evacuation, shelter in place, etc.);
 - e. Valid time for actions (i.e. from 7 p.m. through midnight, until further notice);
 - f. Any other pertinent information.
3. If necessary, and please only in time of critical situations, we can take information via the Phone, NAWAS or EMNet.

Note: This procedure greatly increases the risk of erroneous information being transmitted and is not the preferred method.

4. Contact NWS Jacksonville WFO (as per 1. above) to ensure receipt of the faxed information.
5. Update CEM information as necessary. (Remember each CEM update will alarm on NOAA Weather radio and the EAS system).