



BOARD OF COUNTY COMMISSIONERS

JEFFERSON COUNTY, FLORIDA

THE KEYSTONE COUNTY-ESTABLISHED 1827

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District 5 Chair

DATE February 5, 2026

TO: Directors of County Agencies. Commissions and Councils. and Non-profit Organizations

FROM: Ben White, Chairperson, Jefferson County Board of County Commissioners

SUBJECT: Letter of Promulgation, 2025 Jefferson County Comprehensive Emergency Management Plan

With this notice, I am pleased to promulgate the 2025 Jefferson County Comprehensive Emergency Management Plan (CEMP). The CEMP provides the framework for countywide mitigation, preparedness, response and recovery activities, while providing a structure for plan standardization throughout the county and facilitating interoperability between adjacent local counties, state and federal governments.

Every effort was made to comply with the Florida Division of Emergency Management and the Federal Emergency Management Agency (FEMA) planning requirements. The CEMP supports the National Response Framework and puts requirements from the National Incident Management System (NIMS) into the county emergency management processes. The plan specifies the authorities, functions, and responsibilities of establishing collaborative action between county, state, federal, volunteer, private, and public sector organizations. By coordinating all phases of emergency management, the plan assists organizations in minimizing the impact of disasters and emergencies in Jefferson County. It will be a significant tool for saving lives, protecting property, sustaining the economy and preserving the environment.

Finally, the CEMP is a reminder to directors of county agencies, boards, commissions and councils, and non-profit organizations of their two primary goals in emergency management: (1) to support the Jefferson County Division of Emergency Management and (2) to maintain a comprehensive internal process to ensure continuity of government and the ability to conduct daily business before, during, and after a catastrophic incident.

Trey Hightower
Clerk of Courts

Shannon Metty
County Manager

Heather Encinosa
County Attorney