Instructions:

1. Insert this template into your official Agency letterhead.
2. Mail original copies, signed in ink, to the Governor’s Office and the Division.
3. Send a scanned copy by e-mail to EOC-DutyOfficer@em.myflorida.com

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[Date]

Governor Ron DeSantis

The Capitol

400 S. Monroe Street,   
Tallahassee, FL 32399-0001

Dear Governor DeSantis;

In accordance with subsection 252.365, Florida Statutes*,* I hereby designate [Primary Name] as the Emergency Coordination Officer and [Alternate Name] as the Alternate Emergency Coordination Officer for the [Agency Name]. [If a current ECO is being replaced due to retirement or position transition, state who is being replaced and the Date at which the designation is effective].

|  |  |
| --- | --- |
| Primary Emergency Coordination Officer | Alternate Emergency Coordination Officer |
| Full Name | Full Name |
| Work – [10 Digit Phone] | Work – [10 Digit Phone] |
| Cell – [10 Digit Phone] | Cell – [10 Digit Phone] |
| Home – [10 Digit Phone] | Home – [10 Digit Phone] |
| Email – [Official State e-mail address] | Email – [Official State e-mail address] |

[State the work location for both the primary and the alternate, i.e. Ms. Jones and Mr. Smith both work out of the Agency headquarters, located at 123 Main Street, Tallahassee]

Thank you for your attention in this matter.

Sincerely,

[Agency Head]

cc: Mr. Jared Moskowitz, Director, Florida Division of Emergency Management

2555 Shumard Oak Blvd, Tallahassee, Florida 32399-2100