

Serial: 131322

IN THE SUPREME COURT OF MISSISSIPPI

No. 2006-AD-00576

FILED

IN RE: EMERGENCY PREPAREDNESS PLANNING

APR 20 2006

OFFICE OF THE CLERK
SUPREME COURT
COURT OF APPEALS

ORDER

This matter came before the Court, *en banc*, on the Court's own motion to adopt the Guidelines for Emergency Preparedness Planning attached hereto, which were developed by the Mississippi Supreme Court Emergency Preparedness Committee. The Guidelines for Emergency Preparedness Planning are adopted and incorporated herein as a part of this order. The guidelines were established to aid each court in Mississippi in the process of developing a unique, local emergency preparedness plan aimed at keeping the courthouse open during emergencies and/or threats, so long as the safety of the public, court officers and court personnel is not compromised.

The guidelines designate an Emergency Coordinating Officer (ECO) for each courthouse. Within sixty (60) days of the entry of this order, the circuit, chancery, and county court judges shall review the Guidelines for Emergency Preparedness Planning, confirm the ECO as designated by the guidelines, and the ECO shall identify himself or herself to the Administrative Office of Courts (AOC).

IT IS THEREFORE ORDERED that the Guidelines for Emergency Preparedness Planning are hereby adopted by this Court.

IT IS FURTHER ORDERED that the circuit, chancery, and county court judges shall review the Guidelines for Emergency Preparedness Planning, confirm the ECO as designated by the guidelines, and the ECO shall identify himself or herself with the AOC, all within sixty (60) days of the entry of this order.

SO ORDERED, this the 18th day of April, 2006.

/s/ James W. Smith, Jr.

JAMES W. SMITH, JR., CHIEF JUSTICE

TO GRANT: SMITH, C.J., WALLER AND COBB, P.JJ., EASLEY, CARLSON,
GRAVES, DICKINSON AND RANDOLPH, JJ.

NOT PARTICIPATING: DIAZ, J.

Guidelines for Emergency Preparedness Planning

"Make every effort to keep our courthouses open without compromising the safety of the public, judicial officers, and court personnel."



Supreme Court of Mississippi
Emergency Preparedness Committee

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STATEMENT FROM THE CHAIR

Planning ahead for emergencies is not a revolutionary idea. However, on August 29, 2005, we were reminded of the importance of emergency preparedness when Hurricane Katrina devastated the Gulf Coast region. Lives, homes and businesses were lost during that natural disaster, and the aftermath will continue indefinitely into the future to test the resolve of Mississippians to move ahead.

Of significant import, Mississippi's judicial system was also drastically affected that day. Although many of the courthouses throughout our state were able to quickly rebound from the storm, others, including our Supreme Court, were forced to completely shut down due to lost utilities or severe damage. In order to aid in the prevention of future interruptions in our court system, Chief Justice James W. Smith, Jr., established the Supreme Court of Mississippi Emergency Preparedness Committee, and charged this committee with developing guidelines that will aid Mississippi's courts in the development of unique, local level emergency preparedness plans. Thus, these guidelines have been developed with the focus of "keeping the doors of justice open during times of crisis," unless the safety of the public, judicial officers and court personnel will be compromised.

The committee is comprised of Justice George C. Carlson, Jr. (Chair), and Justices James E. Graves, Jr., and Michael K. Randolph. On behalf of Mississippi's judiciary, the committee would like to recognize the Workgroup on Emergency Preparedness from the State of Florida for the work it has done in the area of emergency preparedness. Many of the ideas developed by that group have proved useful in assisting our committee to establish guidelines for emergency preparedness planning in Mississippi.

OVERVIEW

Developing a single, comprehensive emergency preparedness plan to be implemented by each courthouse in this state would not prove to be effective. Each county and or court facility may have different assets that can be utilized during emergencies, threats and natural disasters. Therefore, the guidelines established are merely recommendations to help judges and local level planning committees to develop customized plans. However, the goal that each court must strive for is common throughout Mississippi's judiciary: "Make every effort to keep the courthouses open without compromising the safety of the public, judicial officers, and court personnel."

It is important for the people of this state to know that the doors of justice will not be closed and that access to the courts is always available. The justice system in Mississippi will not desert the people in times of crisis. Unfortunately, there are circumstances that may require a courthouse to be physically shut down or require evacuation. These guidelines are intended to provide guidance to the trial courts while developing local level plans for the curtailment of court proceedings and the closure of court facilities during threats and emergencies.

The key to protecting staff and keeping the doors of justice open during threats and emergencies is preparation and planning that focuses on *communication* and the *cooperation* of others. Because communication is so vital, the Supreme Court has decided to establish the channels of communication between it and the trial courts throughout the state. The section to follow entitled "Designation of Emergency Coordinating Officers" is not a recommendation. This section designates an Emergency Coordinating Officer (ECO) for each court facility and charges him or her with several duties, one of which is serving as the inter-court communications contact person in times of crisis. At the local level of planning, the courts are completely autonomous in deciding intra-court communication methods.

As will be further explained in the guidelines, each ECO should establish a Court Emergency Managing Group (CEMG). The CEMG should be responsible for the development of the Emergency Preparedness Plan (Plan). The Plan should include measures for the immediate protection of the public, judicial officers and court personnel in the face of inclement weather, fire, civil disorder, natural disasters, loss of utilities, bio hazards, violence in the courthouse and other threats. The Plan should also consider whether temporary or long-term closure of the court facility will occur. Alternate facilities should be located, and a plan for moving essential staff and equipment should be well thought out in advance to allow for a smooth transition when facing a long-term closure of a court facility. This task will be discussed further in the guidelines.

One other vital aspect of the emergency plan is the protection of court records. Efforts are currently being made within Mississippi's judiciary to establish a statewide Electronic Case Management system. Such a system will ultimately prove to be essential in record and document preservation. In the interim, the CEMG should evaluate current methods of storage and plan for the protection of court files.

As mentioned above, the other key component in the process of emergency planning is the *cooperation* of others. It is recommended that the CEMG be comprised of the ECO as well as representatives of state and local governmental agencies, representatives of state and local emergency management agencies, judges, the district attorney, the public defender, the court administrator, the clerk of court, the sheriff, and any other representative of the judicial and executive branches of government, if appropriate. Of course, not all of these persons may be able to participate in some counties. Further, there may certainly be other individuals not mentioned who possess expertise that would greatly benefit the CEMG in its planning efforts. In some instances, it may be feasible for several ECOs to combine their efforts into one CEMG that can develop a Plan for more than one court facility within the county

The Mississippi Supreme Court asks that the needed cooperation begin today, starting with the trial courts. Please do not look upon the task of emergency planning as a burden. Being prepared when facing a threat, emergency or disaster may save lives. We encourage each court to take these guidelines and improve upon them in any way possible. Remember that the threats and dangers that face us are forever evolving. It is important that each CEMG stay active to ensure that the emergency preparedness plan evolves too. The local level Plans and procedures that are developed should be practiced and understood by all members of the CEMG, judicial officers and court personnel. Because safety is of utmost importance, great effort should be made to train court staff in how to respond to threats and emergencies.

DESIGNATION OF EMERGENCY COORDINATING OFFICERS

The Chief Justice of the Mississippi Supreme Court shall serve as the state's Chief Emergency Coordinating Officer (CECO). The CECO shall appoint one Justice from each of the three Supreme Court districts to serve as a District Emergency Coordinating Officer (DECO). The DECO will be responsible for the district in which he or she serves. The senior Presiding Justice will serve as the alternate CECO when the Chief Justice is unavailable. The alternate CECO can also serve as a DECO.

Each court facility in every county shall have an Emergency Coordinating Officer (ECO). In instances where more than one court occupies a single court building, the senior judge of the highest court occupying that building shall serve as the ECO for that facility. In counties where both the circuit and chancery courts occupy the same court building, the senior

circuit judge or chancellor with the longest tenure shall serve as the ECO for that court building. It is possible that could possess equal tenures, in which case the circuit judge or chancellor who has been a member of the bar the longest shall serve as the ECO.

When a senior judge or chancellor serving as the ECO serves as a Judge in more than one county or district, he or she shall be the ECO for the court facility in the county or district in which he or she resides. The other counties or district shall have an ECO appointed by the senior judge or chancellor. The appointed ECO shall also be a judge of that court and preferably live in the county or district in which he or she serves as ECO.

Due to the overlapping of circuit court and chancery court districts, in some instances the above designations may prove difficult or impossible. In such instances, the Mississippi Supreme Court is willing to consider alternative recommendations. However, please keep in mind that the intent is to have one judge or chancellor serving as an ECO at each court facility in every county in Mississippi.

PURPOSE OF EMERGENCY COORDINATING OFFICER (ECO)

An ECO has the responsibility for preparing and maintaining the court facilities' Emergency Preparedness Plan, assisting the Court Emergency Management Group in structuring planned responses to emergencies and ensuring the court's plan and responses are coordinated with other federal, state, and county emergency management and law enforcement agencies and personnel.

CHAIN OF COMMUNICATION

Hurricane Katrina demonstrated that we can experience significant periods without being able to contact judges and clerks. Methods of communication should be developed at the local level to allow for communication between the ECO and all essential personnel. However, in order to ensure the accuracy of information between the courts and the Mississippi Supreme Court, the ECO shall communicate directly with his or her DECO at the Supreme Court each time the court emergency plan is implemented.

COURT EMERGENCY MANAGEMENT GROUP (CEMG)

The ECO is charged with the creation of a Court Emergency Preparedness Group (CEMG). It is strongly encouraged that this group be comprised of members of both the Judicial and Executive branches of government. This will provide for a diverse perspective in dealing with threats and emergencies. Further, it will promote cooperation between the court and the agencies most likely to be called upon during an emergency or threat.

THE EMERGENCY PREPAREDNESS PLAN (PLAN)

The plan that each court develops should be a two-part plan. (See Exhibit "A" attached hereto). The first stage of the plan should involve procedures for an initial response to imminent threats or emergencies. An assessment should be made regarding whether the court should be closed. Every attempt should be made to keep the court open unless safety concerns require otherwise.

If the emergency requires the court to be shut down and the length of closing is acceptable, the Plan should detail administrative procedures for the temporary closing and addressing the emergency. If the closing requires closing the court for an unacceptable period of time, the Plan will enter stage two.

Stage two of each court's plan, the Continuity of Operations Plan (COOP), should detail the procedures for changing the court's physical location. It is important that the CEMG seek out and decide in advance the alternate location for court proceedings. However, for safety concerns, the alternate location should remain secret and announced only upon activation of the COOP. (For a blueprint of a COOP, as developed by the Florida Supreme Court's Workgroup on Emergency Preparedness, see Exhibit "E".)

The COOP should identify all essential personnel and essential functions of the court that will need to be moved. Of course, this may vary according to the length of time in which the primary facility will be shut down. The COOP should provide for both long-term and short-term functioning at the alternate location. Additionally, the COOP should contain provision for the transition from the alternate location back to the primary facility. (See Exhibit "A" for a detailed flowchart of this process.)

PRESERVATION OF RECORDS

Creating a document disaster recovery plan is an extremely important part of each court's overall emergency preparedness plan. The plan should include measures for focusing on both paper documents as well as electronic documents, if any, such as an electronic court docket. In this regard, it is imperative to provide for the recovery of critical electronic information, possibly by way of a backup copy, that can be easily used via alternate equipment that is compatible with the primary equipment.

GUIDELINES

Emergency Coordinating Officers

1. The Chief Justice of the Supreme Court shall serve as the Chief Emergency Coordinating Officer (CECO) for the judicial branch and act as the judicial branch liaison with the Mississippi Emergency Management Agency (MEMA).
2. The senior Presiding Justice of the Supreme Court shall serve as the alternate CECO for the judicial branch when the Chief Justice is unable to serve.
3. One Justice from each Supreme Court District shall serve as a District Emergency Coordinating Officer (DECO) for his or her Supreme Court district and report directly to the CECO on emergency matters occurring in that district.
4. At the county level, there shall be one Emergency Coordinating Officer (ECO) for each court building. The senior judges of the circuit, chancery and county courts shall serve as an ECO and will act as liaisons, on behalf of their respective courts, with appropriate law enforcement, fire department, weather advisors, county supervisors, municipal authorities, and other disaster response authorities available in those counties.
5. In counties where more than one court occupies a single court building, the senior judge of the highest court occupying that facility shall serve as the ECO for the court building. However, in the event that the county's circuit and chancery courts occupy the same court building, the senior circuit judge or chancellor possessing the longest tenure between the two shall serve as the ECO for the court building. If tenure is the same, then the circuit judge or chancellor who has been a member of the bar the longest shall serve as the ECO.
6. When a senior judge serves in more than one county, the senior judge shall serve as the ECO in the county in which he or she resides. The other counties shall have an ECO appointed by the senior judge. The appointed ECO(s) will also be a judge of that court and preferably reside in the county in which he or she is appointed to serve as the ECO.
7. In instances where an ECO is not a senior judge, the ECO should develop a means to alert and notify his or her senior judge in the event of an emergency. All ECOs shall also notify the court administrator, local emergency preparedness coordinators, and court personnel with the most current information regarding impending emergencies.

8. The ECOs should participate in orientation and training sessions with MEMA or the county's Department of Emergency Management. In counties which do not have a Department of Emergency Management, training sessions should be held with the disaster response authority which exists.
9. All ECOs shall designate an alternate, preferably a judge, who can serve as the ECO if the regular ECO is unavailable to serve. The alternate ECO should participate in all planning aspects and be familiar with the duties of the ECO.

Court Emergency Management Group

10. The CECO and each ECO should create a Court Emergency Management Group (CEMG). It is encouraged that the CEMG include representatives of state and local government agencies, representatives of state and local emergency management agencies as applicable, judges, district attorney, public defender, clerks of court, the sheriff, local police, fire fighters, court administrators, representatives of other judicial branch agencies, and/or county and municipal authorities. By combining the efforts of members from the judicial and executive branches during the planning stage, communication and cooperation will be improved during times of an emergency and eliminate possible "turf" battles. Additionally, the differing areas of expertise will greatly improve the planning process.
11. The CEMG will be made responsible for the creation of the Court Emergency Preparedness Plan (Plan) and development of recommended policies regarding the curtailment of court proceedings.
12. The ECOs should be given the responsibility for preparing and maintaining the Plan under the guidance and direction of the CEMG.
13. The CEMG should develop a recommended procedure through which the ECO will be apprised of the credibility of a threat or emergency situation by facility security, state or local law enforcement, and state or local emergency management personnel.
14. The ECOs should serve as the nexus through which accurate and timely information is made available about potential threats and emergencies confronting the judicial branch. The ECO will make direct contact to his or her DECO at the Supreme Court to apprise him or her of an emergency situation.

The Plan

15. The first stage of the Plan developed by the CEMG should outline emergency procedures, as well as administrative procedures, to prepare for, respond to, recover from, and mitigate from emergencies not involving the use of alternate facilities.
16. The Plan should consider and detail procedures for dealing with emergencies and threats including, but not limited to: catastrophic natural occurrences such as hurricanes, tornados, ice storms, floods, lightning fires and earthquakes; bomb, chemical, or biological threats; courthouse violence; civil disorder; terrorism/extremism; pandemic/quarantine and other health issues; and intentional or accidental fires.
17. Likewise, the CEMG should develop a Continuity of Operations Plan (COOP) to prepare for, respond to, recover from and mitigate from emergencies requiring the use of alternate facilities. (See Exhibit "A" attached hereto.) A blueprint for the COOP, created by the Florida Supreme Court's Workgroup on Emergency Preparedness and attached hereto as Exhibit "E", has been provided as a sample.
18. Upon receipt of the recommendations from the CEMG, the ECO should review the recommendations, approve or revise the recommendations, and publish the Plan. Although no deadline has been established, it is likely that the Mississippi Supreme Court will require that a copy of each court facility's Plan be submitted to the Court and remain there on file.
19. As soon as a credible threat or emergency is known to exist, the ECO shall activate the appropriate emergency Plan.
20. Each ECO should designate, by written order, the judge or court officer who will serve as the alternate ECO and have the authority to decide if court proceedings will be suspended during the ECO's absence. The alternate ECO will be given authority to evacuate a court facility to preserve the safety of the public and court personnel in the event that an emergency or other imminent threat so requires.
21. In the event the ECO decides to suspend court proceedings or close a court facility, a written order of closing should be filed with the court's clerk and the DECO should be immediately notified. A copy of the order should be filed with the Clerk of the Mississippi Supreme Court.
22. If the CECO enters a closing order, an additional order should be entered to suspend, toll, or otherwise grant relief from time deadlines as may be appropriate, including,

without limitation, those affecting speedy trial procedures in criminal and juvenile proceedings, all civil process and proceedings, and all appellate time limitations.

23. Upon the cessation of an immediate emergency or threat, the ECO shall consult with the CEMG to assess what actions may be necessary to resume court operations.
24. Training programs should be developed for judges, court administrators and court personnel, including bailiffs and deputy sheriffs, relating to emergency preparedness. The court facilities should take steps to ensure its officers and employees are trained in emergency procedures.
25. The Court Emergency Preparedness Plan should:
 - (A) Delineate what procedures will be followed and what agencies will be responsible for the decontamination of personnel and court facilities exposed to hazardous materials.
 - (B) Specify an evacuation procedure for each court facility.
 - (C) Require that each judge and all employees of the judicial branch rehearse and understand their personal evacuation route for any court facility to which they may be assigned.
 - (D) Require an annual or semi-annual unannounced test that is conducted during peak business hours.
26. If a court facility does not already have one, each court facility should have a Basic Life Safety (BLS) kit and portable Automated External Defibrillator (AED) in a readily accessible location.
27. An emergency medical team should be designated and its members should be trained in the administration of basic first aid, CPR, and use of an AED.
28. The Plan should address methodologies for responding to a variety of medical emergencies.
29. Each court should provide judges and employees with information to complete a Family Disaster Plan. Court personnel should be encouraged to prepare for emergencies while away from the court. (Sample forms to aid in that task have been attached hereto as Exhibits "B" and "C". These forms should be distributed to court personnel.)

30. The ECO should define a process in which disaster assessment will be made.
31. The ECO should establish an Emergency Management Team that would be convened during times of emergency or impending emergencies. It may be necessary to call upon members of the CEMG to assist with the emergency or when activating the COOP. The ECO should also notify his or her DECO of the event.
32. The ECO should implement methods to physically secure paper records, monitor and control environmental factors at paper records storage sites, develop emergency procedures to protect paper records when disaster is imminent, and develop mitigating measures if paper records are lost or destroyed.
33. The ECO should determine which personnel are essential and nonessential when a court facility is closed due to emergency or threat. A method of communication should be established to communicate with essential court personnel. Additionally, a method of communicating with all nonessential personnel should be established for notification of the emergency and the court's closing. A telephone tree can prove to be a useful means of communication. Additionally, essential contact information for each employee should be maintained by the court and/or department supervisors. (See Exhibit "D" for a sample form.).
34. To ensure efficient and clear lines of communication during emergencies, the ECOs should immediately activate, upon knowledge of an emergency threat, the court's telephone tree.
35. The ECOs should develop an Employee Emergency Recovery Guide for use by employees following an emergency.
36. The Plan should identify, in advance, individuals who can serve on recovery teams to assist employees with identifying and accessing the support services needed.
37. The Plan should be disseminated to the appropriate agencies affected by the Plan, and to judges and court personnel who may have responsibilities for the execution of the Plan.

Information Technology

38. All courts and judicial branch entities should:
 - (A) Create an information technology risk assessment plan for each court. A full assessment should be conducted and then regularly updated. Frequency of update is based on the amount of change that occurs in the environment.

- (B) Develop and implement a policy regarding the acceptable use of information technology.
 - (C) Develop a Security Awareness Program to educate users on their role in properly securing information technology.
 - (D) Implement local policies and measures to provide controlled access to information technology to ensure confidentiality, integrity and availability of information.
 - (E) Implement an anti-virus program that ensures up to date virus definitions and virus scanning to prevent damage to court information technology, and prevent the propagation of viruses amongst judicial related entities.
 - (F) Implement the appropriate measures to prevent unauthorized network access both from internal and external sources to preserve confidentiality, integrity and availability of information.
 - (G) Implement the appropriate policies and safeguards to secure access to technology resources and paper records.
 - (H) Implement mechanisms to monitor potentially dangerous environmental conditions to prevent damage to technology resources and paper records.
 - (I) Develop and implement a document disaster plan to address information technology resources, and paper records, which will be reviewed and tested on an annual basis. The plan will include temporary manual procedures for operating without power and automated systems.
39. The ECO should implement methods to back up electronic information in a manner that will preserve the information and allow for recovery and restoration of information.
40. An Information Technology Security Manager (ITSM) should be the court's Technology Officer, or designee, and should be the designated contact to communicate information about threats to technology infrastructure and information systems.
41. New systems development and upgrades of existing systems should follow a formal system methodology, which should include risk analysis and security architecture planning as part of the process.

42. Security management practices such as confidentiality of information on a distributed network are vital. Structures and methods to authenticate and secure network transmissions should be put into place.
43. Appropriate logging and accountability mechanisms should be in place, so security incidents can be identified, and forensics can be collected in the event legal action must be taken.
44. Regular and frequent systems vulnerability analysis should be conducted.
45. The ECO should conduct a study regarding which records are stored in electronic format, paper format or both.
46. Alternate technology and facility planning should be a part of the overall disaster recovery plan.
47. In the event of extended power outages and inability to access automated systems; a temporary manual system may be necessary. In order to accomplish this task, the ECO should develop essential forms required to sustain court operations if electrical power or automated systems are unavailable.

Administrative Office of Courts

48. In some instances, it may be possible for the Administrative Office of Courts (AOC) to provide technical assistance to the ECOs in the development of the Plan and to assist in the applications for grants, if any, that may aid responses to emergencies or in the conduct of court-specific emergency training programs for judges and court personnel.

EXHIBIT "A"

THE PROCESS FOR THE EMERGENCY PREPAREDNESS PLAN

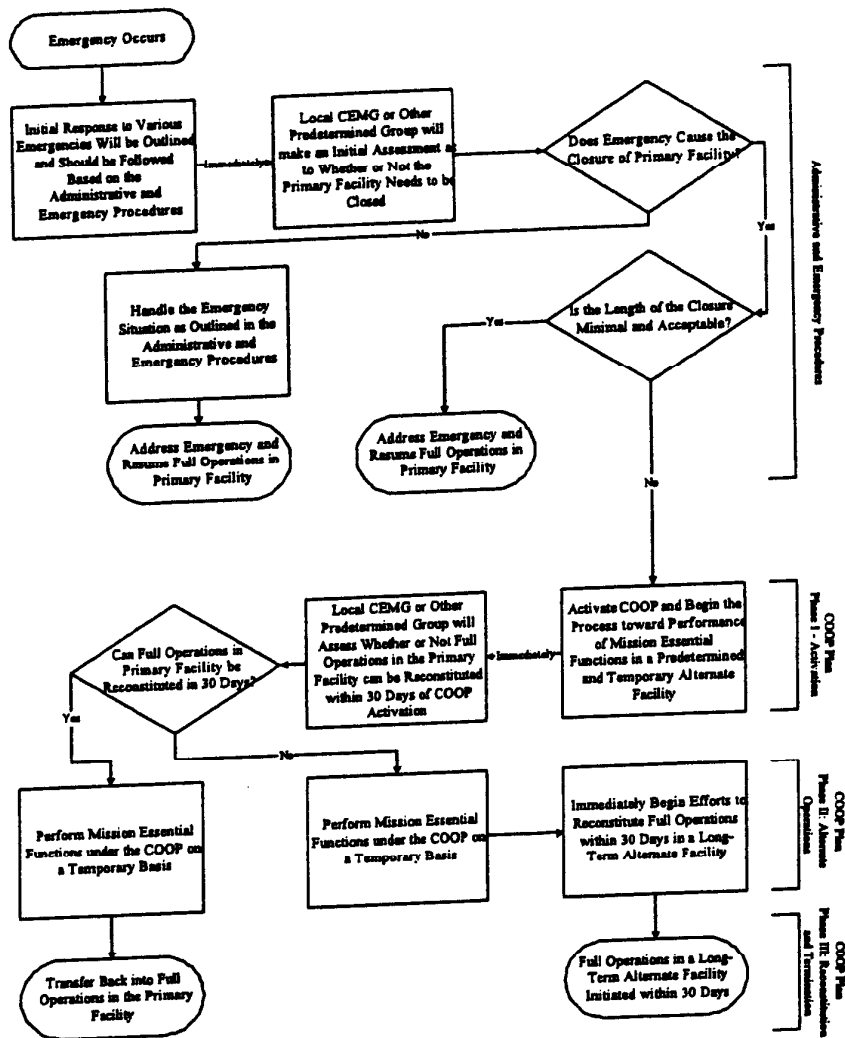


EXHIBIT "B"

FAMILY DISASTER PLAN

Name: _____ Date: _____

It is recommended that every employee of the judicial branch have a personalized Family Disaster Plan. Families can - and do - cope with disaster by preparing in advance and working together as a team. Follow the steps listed in this document to create your family's disaster plan. Knowing what to do is your best protection and your responsibility.

4 STEPS OF SAFETY

1. Find Out What Can Happen To You

Contact your local emergency management or civil defense office and American Red Cross chapter - be prepared to take notes:

LOCAL OFFICE:	ENTER TELEPHONE NUMBER HERE:
Emergency Management Office	
American Red Cross Chapter	
FEMA	

Ask what types of disasters are most likely to happen. Request information on how to prepare for each.

Learn about your community's warning signals: what they sound like and what you should do when you hear them.

Ask about animal care after disaster. Animals may not be allowed inside emergency shelters due to health regulations.

Find out how to help elderly or disabled persons, if needed.

Next, find out about the disaster plans at your workplace, your children's school or daycare center and other places where your family spends time.

2. Create a Disaster Plan

Meet with your family and discuss why you need to prepare for disaster. Explain the dangers of fire, severe weather and other disasters to children. Plan to share responsibilities and work together as a team.

Discuss the types of disasters that are most likely to happen. Explain what to do in each case.

Pick two places to meet: Right outside your home in case of a sudden emergency, like a fire. Outside your neighborhood in case you can't return home. Everyone must know the address and phone number.

Ask an out-of-state friend to be your "family contact." After a disaster, it is often easier to call long distance. Other family members should call this person and tell them where they are. Everyone must know your contact's phone number.

Discuss what to do in an evacuation.

Plan how to take care of your pets.

3. Complete This Checklist

Post emergency telephone numbers by phones (fire, police, ambulance, etc.).

Teach children how and when to call 911 or your local Emergency Medical Services number for emergency help.

Show each family member how and when to turn off the water, gas and electricity at the main switches.

Check if you have adequate insurance coverage.

Teach each family member how to use the fire extinguisher (ABC type), and show them where it's kept.

Install smoke detectors on each level of your home, especially near bedrooms.

Conduct a home hazard hunt.

Stock emergency supplies and assemble a Disaster Supplies Kit.

Take a Red Cross first aid and CPR class.

Determine the best escape routes from your home. Find two ways out of each room.

Find the safe spots in your home for each type of disaster.

4. Practice and Maintain Your Plan

Quiz your kids every six months so they remember what to do.

Conduct fire and emergency evacuation drills.

Replace stored water every three months and stored food every six months.

Test and recharge your fire extinguisher according to manufacturer's instructions.

Test your smoke detectors monthly and change the batteries at least once a year.

EMERGENCY PREPAREDNESS

Learn how to protect yourself and cope with disaster by planning ahead. Take these things into consideration when preparing your Family Disaster Plan.

Emergency Supplies

Keep enough supplies in your home to meet your needs for at least three days. Assemble a Disaster Supplies Kit with items you may need in an evacuation. Store these supplies in sturdy, easy-to-carry containers such as backpacks, duffle bags or covered trash containers.

Include:

A three-day supply of water (one gallon per person per day) and food that won't spoil.

One change of clothing and footwear per person, and one blanket or sleeping bag per person.

A first aid kit that includes your family's prescription medications.

Emergency tools including a battery-powered radio, flashlight and plenty of extra batteries.

An extra set of car keys and a credit card, cash or traveler's checks.

Sanitation supplies.

Special items for infant, elderly or disabled family members.

An extra pair of glasses.

Keep important family documents in a waterproof container. Keep a smaller kit in the trunk of your car.

Vehicles with full gas tanks.

Pet care items.

Duct tape and plastic sheeting.

Evacuation Plan

Evacuate immediately if told to do so.

Listen to your battery-powered radio and follow the instructions of local emergency officials.

Wear protective clothing and sturdy shoes.

Take your family disaster supplies kit.

Lock your home.

Use travel routes specified by local authorities--don't use shortcuts because certain areas may be impassable or dangerous.

If you're sure you have time:

Shut off water, gas and electricity before leaving, if instructed to do so.

Post a note telling others when you left and where you are going.

Make arrangements for your pets.

Home Hazard Hunt

During a disaster, ordinary objects in your home can cause injury or damage. Anything that can move, fall, break or cause a fire is a home hazard. For example, a hot water heater or a bookshelf can fall. Inspect your home at least once a year and fix potential hazards. Contact your local fire department to learn about home fire hazards.

Utilities

Locate the main electric fuse box, water service main, and natural gas main. Learn how and when to turn these utilities off. Teach all responsible family members. Keep necessary tools near gas and water shut-off valves.

Remember, turn off the utilities only if you suspect the lines are damaged or if you are instructed to do so. *If you turn the gas off, you will need a professional to turn it back on.*

Neighbors Helping Neighbors

Working with neighbors can save lives and property. Meet with your neighbors to plan how the neighborhood could work together after a disaster until help arrives. If you're a member of a neighborhood organization, such as a home association or crime watch group, introduce disaster preparedness as a new activity. Know your neighbors' special skills (e.g., medical, technical) and consider how you could help neighbors who have special needs, such as disabled and elderly persons. Make plans for childcare in case parents can't get home.

Have a Pet Plan

Make arrangements for your pets as part of your household disaster planning. If you must evacuate your home, it's always best to take your pets with you. For health and space reasons, pets will not be allowed in public emergency shelters. If, as a last resort, you have to leave your pets behind, make sure you have a plan to ensure their care. Contact your local animal shelter, humane society, veterinarian, or emergency management office for information on caring for pets in an emergency.

Find out if there will be any shelters set-up to take pets in an emergency. Also, see if your veterinarian will accept your pet in an emergency.

IF DISASTER STRIKES

Remain calm and patient. Put your plan into action.

CHECK FOR INJURIES

Give first aid and get help for seriously injured people.

LISTEN TO YOUR BATTERY POWERED RADIO FOR NEWS INSTRUCTIONS

Evacuate, if advised to do so. Wear protective clothing and sturdy shoes.

CHECK FOR DAMAGE IN YOUR HOME

Use flashlights. Do not light matches or turn on electrical switches, if you suspect damage.

Sniff for gas leaks, starting at the water heater. If you smell gas or suspect a leak, turn off the main gas valve, open windows, and get everyone outside quickly.

Shut off any other damaged utilities. (You will need a professional to turn gas back on.)

Clean up spilled medicines, bleaches, gasoline, and other flammable liquids immediately.

REMEMBER TO...

Confine or secure your pets.

Call your family contact--do not use the telephone again unless it is a life-threatening emergency.

Check on your neighbors, especially elderly or disabled persons.

Make sure you have an adequate water supply in case service is cut off.

Stay away from downed power lines.

The contents of this document were taken from the Federal Emergency Management Agency's (FEMA) Community and Family Preparedness Program and the American Red Cross Community Disaster Education Program. For more information call your local American Red Cross Chapter and by calling FEMA 1-800-480-2520, or writing: FEMA, P.O. Box 2012, Jessup, MD 20794-2012. Publications are also available on the World Wide Web at: FEMA's Web site: <http://www.fema.gov> and American Red Cross Web site: <http://www.redcross.org>

EXHIBIT "C"

EMPLOYEE EMERGENCY RECOVERY GUIDE

All employees should complete this form. This Recovery Guide is designed to provide information that will assist the employee in stabilizing their basic needs following an emergency. Copies of the Recovery Guide should be placed where an employee can quickly access the information in an emergency.

Insurance Information		
Health Insurance	Policy Number	Telephone Number
Primary Care Physician:	Address:	Telephone Number:
Disability Insurance	Policy Number:	Telephone Number:
Life Insurance	Policy Number:	Telephone Number:
Other Insurance:	Policy Number:	Telephone Number:
Home Owners Insurance:	Policy Number:	Telephone Number:
Vehicle Insurance:	Policy Number:	Telephone Number:
Employee Information		
Employee Assistance Program:	Address:	Telephone Number:
Emergency Coordinating Officer:	Telephone Number:	
Emergency Hotline	Telephone Number:	

Community Services and Emergency Management Agencies	
American Red Cross	Telephone Number:
County Emergency Management Office	Telephone Number:
Florida Emergency Management Office	Telephone Number:
Federal Emergency Management Agency:	Telephone Number:
Other Agencies:	Telephone Number:

Credit Card and Financial Information		
Financial Institution:	Account Number:	Telephone Number:
Financial Institution:	Account Number:	Telephone Number:
Credit Union	Account Number	Telephone Number:
Mortgage Company:	Account Number	Telephone Number:
Credit Card Companies:	Account Numbers:	Telephone Numbers:

Emergency Plan Form		
Out-of-State Contacts		
Name:	Address:	Telephone Number:
Local Contacts		
Name:	Address:	Telephone Number:
Nearest Relative		
Name:	Address:	Telephone Number:
Family Work Numbers		
Spouse	Parent	Other
Emergency Telephone Numbers		
Police:	Telephone Number:	
Fire:	Telephone Number	
Hospital	Telephone Number	
Family Physicians		
Name:	Telephone Number	
Name:	Telephone Number:	
Reunion Locations		
Outside your home:		
Other location if cannot return home:		

EXHIBIT "D"

EMERGENCY CONTACT LOG

CONFIDENTIAL EMPLOYEE INFORMATION						EMPLOYEE#	OPTIONAL	
LAST NAME	FIRST NAME	TITLE	DOB	ADDRESS	CITY	ZIP	MEDICAL CONDITIONS / BLOOD TYPE	
EMERGENCY CONTACTS								
LAST NAME	FIRST NAME	RELATIONSHIP		ADDRESS	CITY	ZIP		

CONFIDENTIAL EMPLOYEE INFORMATION						EMPLOYEE#	OPTIONAL	
LAST NAME	FIRST NAME	TITLE	DOB	ADDRESS	CITY	ZIP	MEDICAL CONDITIONS / BLOOD TYPE	
EMERGENCY CONTACTS								
LAST NAME	FIRST NAME	RELATIONSHIP		ADDRESS	CITY	ZIP		

EXHIBIT "E"

CONTINUITY OF OPERATIONS PLAN (COOP)

FLORIDA STATE COURTS SYSTEM

(NAME OF THE CIRCUIT/DISTRICT)

(Optional:
Insert a Seal or Graphic here.)

(Month Year)

WARNING: This Appendix contains information pertaining to the deployment, mobilization, and tactical operations of the judicial branch in response to emergencies and is exempt from public disclosure under the provisions of section 281.301, Florida Statutes, and Florida Rule of Judicial Administration 2.051

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FORWARD

(Introduction to this COOP by the Chief Judge of the Circuit/District)

(Name of Chief Judge), Chief Judge
(Name of the Circuit/District)

SECTION I: INTRODUCTION

I-1 Purpose

This Continuity of Operations Plan (COOP) establishes policy and guidance to ensure the execution of the mission essential functions for the (Name of the Circuit/District) in the event that an emergency in (Name of City), Florida threatens or incapacitates operations, and the relocation of selected personnel and functions of any court facilities in (Name of the Circuit/District) is required. Specifically, this plan is designed to:

- a. Ensure that the (Name of the Circuit/District) is prepared to respond to emergencies, recover from them, and mitigate against their impacts.
- b. Ensure that the (Name of the Circuit/District) is prepared to provide critical services in an environment that is threatened, diminished, or incapacitated.
- c. (Others as necessary)

I-2 Applicability and Scope

- a. This document is applicable to the (Name of the Circuit/District).
- b. Support from other state agencies and local governments as described herein will be coordinated with the responsible office as applicable.
- c. A separate Continuity of Operations Plan (COOP) will be developed for the Florida Supreme Court, each district court, and each circuit court within the State of Florida.
- d. A Continuity of Government (COG), and Concept of Operations (CONOP) Plan will need to be developed for the Florida Supreme Court.

I-3 Supersession

This document supersedes any other documents for the (Name of the Circuit/District) related to emergency operations requiring relocation to alternate facilities.

I-4 Authorities

- a. Administrative Order AOSC02-~~XX~~, (Title), dated (Month, Day, Year)
- b. (Others as necessary)

I-5 References

- a. (To be determined)
-

I-6 Policy

a. (To be determined)

SECTION II: CONCEPT OF OPERATIONS (CONOP)

II-1 Objectives

The objective of this COOP is to ensure that a viable capability exists to continue essential court functions across a wide range of potential emergencies, specifically when the primary facility is either threatened or inaccessible. The objectives of this plan include:

- a. Ensure the continuous performance of a court's essential functions/operations during an emergency;
- b. Protect essential facilities, equipment, records, and other assets;
- c. Reduce or mitigate disruptions to operations;
- d. Reduce loss of life, minimize damage and losses;
- e. Identify and designate principals and support staff to be relocated;
- f. Facilitate decision-making for execution of the Plan and the subsequent conduct of operations; and
- g. Achieve a timely and orderly recovery from the emergency and resumption of full service to all customers.

II-2 Planning Considerations and Assumptions

- a. In accordance with State guidance and emergency management principles, a viable COOP capability:
 - Must be maintained at a high-level of readiness;
 - Must be capable of implementation both with and without warning;
 - Must be operational no later than three hours after activation;
 - Must maintain sustained operations for up to 30 days; and
 - Should take maximum advantage of existing State or Federal and local government infrastructures.

The following assumptions were used as a basis of design for the Plan's concept of operations and implementation procedures:

a. (List All Assumptions)

II-3 COOP Execution

a. Emergencies, or potential emergencies, may affect the ability of the (Name of the Circuit/District) to perform its mission essential functions from any or all primary court facilities in counties included in the (Name of the Circuit/District). The following are scenarios that could mandate the activation of the (Name of the Circuit/District) COOP.

- Any primary court facility in the (Name of the Circuit/District) is closed to normal business activities as a result of an event or credible threats of an event that would preclude access or use of the court facility and the surrounding area.
 - Any city in the (Name of the Circuit/District) is closed to normal business activities as a result of a widespread utility failure, natural disaster, significant hazardous material incident, civil disturbance, or terrorist or military attacks. Under this scenario there could be uncertainty regarding whether additional events such as secondary explosions, or cascading utility failures could occur. If multiple court facilities are located in any of the cities or metropolitan areas in the (Name of the Circuit/District), activation of COOP contingencies to address such scenarios may be necessary.
- b. In an event so severe that normal operations are interrupted, or if such an incident appears imminent and it would be prudent to evacuate any primary court facility or city in the (Name of the Circuit/District) as a precaution, the (Chief Judge or Other Designated Person or Persons), may activate the (Name of the Circuit/District) COOP. The relevant alternate facility (Alternate facilities should be predetermined and listed in an appendix) will be activated, if necessary and at the discretion of the (Chief Judge or Other Designated Person or Persons).
- c. (The Court Emergency Management Group (CEMG) or other predetermined group) for the (Name of the Circuit/District) will gather at the (Name of Alternate Facility or Name of Predetermined Secure Location). The (CEMG or other predetermined group) will ensure the mission essential functions of the closed primary facility are maintained and capable of being performed using the relevant alternate facility until the assumption of full operations is re-established at the primary facility.

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- d. The (Name of the Circuit/District) (CEMG or other predetermined group) may be supplemented by selected staff from appropriate State, County, or other agencies. The (Name of the Circuit/District) (CEMG or other predetermined group) will serve as an initial relocation team for COOP activation or potential activation. The (CEMG or other predetermined group) will either relocate temporarily to the relevant alternate facility, if necessary, or operate remotely from a (Predetermined Secure Location) serving as an assembly site. The (CEMG or other predetermined group) will be responsible to continue mission essential functions of the (Name of the Circuit/District) within six hours and for a period up to seven days pending regaining access to the (Name of the Courthouse) or the occupation of the relevant alternate.
- e. All judges and staff necessary to perform the mission essential functions of the (Name of the Circuit/District) will need to be contacted and advised to report to either the relevant alternate facility, predetermined secure location, or other location as determined by the (CEMG or other predetermined group). Clear instructions as to the actions necessary to be performed by each of these judges and staff should be predetermined by the (CEMG or other predetermined group) provided to them by the CEMG.
- f. Incidents could occur with or without warning and during duty or non-duty hours. Whatever the incident or threat, the (Name of the Circuit/District) COOP will be executed in response to a full-range of disasters and emergencies, to include natural disasters, terrorist threats and incidents, and technological disruptions and failures.
- g. It is expected that, in most cases, the (Name of the Circuit/District) will receive a warning of at least a few hours prior to an incident. Under these circumstances, the process of activation would normally enable the partial, limited, or full activation of the (Name of the Circuit/District) COOP with a complete and orderly alert, notification of all personnel, and activation of the (CEMG or other predetermined group).
- h. Without warning, the process becomes less routine, and potentially more serious and difficult. The ability to execute the (Name of the Circuit/District) COOP following an incident that occurs with little or no warning will depend on the severity of the incident's impact on the physical facilities, and whether the (Name of the Circuit/District) personnel are present in the effected facility or in the surrounding area.
- i. Positive personnel accountability throughout all phases of emergencies, including COOP activation, is of utmost concern, especially if the emergency occurs without warning, during duty hours. Court facility Safety and Evacuation Plans, Administrative and Emergency Procedures, and Section/Office COOP Implementation Plans should provide for such accountability.
-

II-4 Time-Phased Implementation

The purpose of a Time-Phased Implementation is to maximize the preservation of life and property in the event of any natural or man-made disaster or threat thereof, by making the best use of available personnel, equipment, facilities, and other resources. This Plan is designed to provide a flexible response in all-hazards environment. The degree to which this Plan is implemented depends on the type and magnitude of the event or threat. The extent to which this will be possible will depend on the emergency, the amount of warning received, whether personnel are on duty or off-duty at home or elsewhere, and possibly, the extent of damage to primary court facilities and their occupants. The Disaster Magnitude Classification definitions will be used to determine the execution level of the (Name of the Circuit/District) COOP. These levels of disaster are defined as:

- **Minor Disaster.** Any disaster that is likely to be within the response capabilities of local government and results in only minimal need for State or federal assistance.
- **Major Disaster.** Any disaster that will likely exceed local capabilities and require a broad range of State and federal assistance. The Federal Emergency Management Agency (FEMA) will be notified and potential federal assistance will be predominantly recovery-oriented.
- **Catastrophic Disaster.** Any disaster that will require massive State and federal assistance, including immediate military involvement. Federal assistance will involve response as well as recovery needs.

(Details regarding the timed-phase implementation will need to be developed)

II-5 (Name of the Circuit/District) Essential Judges and Staff

- a. (Name of the Circuit/District) judges and staff who are relocated under this plan to the selected alternate facility are known collectively as the Essential Judges and Staff (EJS). The EJS must be able to continue operations and the performance of mission essential functions for up to 30 days with resource support (List of the Essential judges and staff (EJS) for in each county/primary court facility should be predetermined and listed in an appendix).
- b. Each EJS member will be assigned to one or both of the following two categories; however, not all (Name of the Circuit/District) judges and staff will necessarily be on the EJS:

(1) Emergency Management Team. These are EJS members who will deploy and relocate to either the selected alternate facility or the relevant assembly site to provide direction and control, prepare the selected alternate facility, and establish the operational capability of the alternate facility within six hour of activation, and earlier in a warning scenario.

(2) Emergency Operational Team. These are judges and staff who comprise the balance of the EJS, consisting of key judges and staff that will relocate to the selected alternate facility. These judges and staff are anticipated to be fully operational within 12 hours of activation or earlier in a warning scenario.

- c. Since alternate facility space and support capabilities may be limited, the membership of the EJS may need to be restricted to only those personnel who possess the skills and experience needed for the execution of mission essential functions.
- d. (Name of the Circuit/District) judges and staff who are not designated EJS members may be directed to move to other facilities or duty stations, or may be advised to remain at or return home pending further instructions. COOP activation will not, in most circumstances, affect the pay and benefits of either EJS members or other (Name of the Circuit/District) judges and staff.

II-6 Alternate Relocation Point

- a. The determination of the alternate relocation point (ARP) will be made at the time of activation by the (Chief Judge or Other Designated Person or Persons) in consultation with the (Chief Judge or Other Designated Person or Persons) and will be based on the incident, threat, risk assessments, and execution timeframe. If only the court facility is inaccessible and there is no threat in the surrounding area, the primary alternate facility (Alternate facilities should be predetermined and listed in an appendix). If the surrounding area is threatened or the primary alternate facility is not available, a secondary facility will need to be chosen.
- b. A list of possible secondary alternative facilities should be maintained to assist in the decision-making process if needed (The list should be included as an appendix).
- c. To ensure the adequacy of assigned space and other resources, the all possible alternate facilities included in the appendices will, at a minimum, be reviewed by the (Name of the Circuit/District) ECO annually. The (Chief Judge or Other Designated Person or Persons) will be advised of the results of this review and any updates to the ARP information.

II-7 Mission Essential Functions

It is important to establish priorities before an emergency to ensure that the relocated staff can complete the mission essential functions. All (Designated Persons) shall ensure that mission essential functions can continue or resume as rapidly and efficiently as possible during an emergency relocation. Any task not deemed mission essential must be deferred until additional personnel and resources become available (A listing of detailed mission essential functions must be included as an appendix).

II-8 Delineation of Mission Essential Functions

If the (Name of Circuit/District) COOP cannot be implemented for any reason, the (Name of the Circuit/District) function will revert to the Florida Supreme Court. The Florida Supreme Court will then determine which Florida State Court or other organization will perform this critical mission for Florida. The following delineation structure is provided for guidance to The Florida Supreme Court to support the Justices' decision-making process in the event that this catastrophic scenario arises.

- a. If the (Name of Circuit/District) COOP cannot be implemented for any reason, the Florida Supreme Court will assume responsibility for the ensuring the continuous performance of the (Name of the Circuit/District) mission essential functions.
- b. If for any reason the Florida Supreme Court cannot assume or maintain responsibility for the execution of the (Name of the Circuit/District) COOP and continuous performance of mission essential functions, the (Name of a Neighboring Circuit/District) will be prepared to assume responsibility for the (Name of the Circuit/District) mission essential functions.
- c. If for any reason (Name of a Neighboring Circuit/District) cannot assume or maintain responsibility for the execution of the (Name of the Circuit/District) COOP and continuous performance of mission essential functions, the (Name of a Secondary Neighboring Circuit/District) will be prepared to assume responsibility for the (Name of the Circuit/District) mission essential functions.

II-9 Warning Conditions

- a. With Warning. It is expected that, in most cases, the (Name of the Circuit/District) will receive a warning of at least a few hours prior to an event. This will normally enable the full execution of the COOP with a complete and orderly alert, notification, and deployment of the Emergency Management Team to an assembly site or a pre-identified ARP.

b. Without Warning. The ability to execute the COOP following an event that occurs with little or no warning will depend on the severity of the emergency and the number of personnel that survive. If the deployment of the EJS is not feasible because of the loss of personnel, temporary leadership of the (Name of the Circuit/District) will be passed to the Florida Supreme Court as explained in subparagraph II-8 above.

(1) Non-Duty Hours. (Name of the Circuit/District) judges and staff should be able to be alerted and activated to support operations for the duration of the emergency (The necessary information and means of communicating with judges and staff should be developed and outlined in an appendix).

(2) Duty Hours. If possible, the COOP will be activated and available members of the EJS will be deployed as directed to support operations for the duration of the emergency.

II-10 Direction and Control

a. Authorized (Name of the Circuit/District) successors to the Chief Judge are listed in Appendix (X) (This appendix X should be developed and included). Lines of succession shall be maintained by all (Name of the Circuit/District) organizational elements, reporting to the Chief Judge to ensure continuity of mission essential functions. Successions should be provided to a minimum depth of three at any point where policy and directional functions are carried out.

b. Each (Name of the Circuit/District) organizational element shall pre-delegate authorities for making policy determinations and decisions. All such pre-delegations will specify what the authority covers, what limits may be placed upon exercising it, who (by title) will have the authority, and under what circumstances (This appendix should be developed and included).

c. The (Chief Judge or Other Designated Person or Persons) for the (Name of the Circuit/District) may order activation of the (Name of the Circuit/District) COOP Plan.

d. The CEMG and the Emergency Management Team, if pre-deployed, may be requested by the (Chief Judge or Other Designated Person or Persons) to disseminate (Name of the Circuit/District) COOP guidance and direction during the activation and relocation phases. Pending the activation of the COOP, the CEMG and the Emergency Management Team will monitor the situation and assist in the notification process as necessary.

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- e. When executed, the appropriate County Emergency Operations Center should be notified and requested to provide any previously agreed upon assistance to (Name of the Circuit/District). (An appendix outlining the assistance to be provided by the County Emergency Operations Center should be developed with the developed and included).

II-11 Operational Hours

- a. During COOP contingencies, the (Chief Judge or Other Designated Person or Persons) will determine the hours of work for the EJS.
- b. Certain members of the EJS must be prepared to support a 24-hour-per-day, 7-day-per-week operation.

II-12 Alert and Notification

- a. Alert Procedures. If the situation allows for warning, judges and staff may be alerted prior to activation of the COOP. In all situations allowing for an alert the procedures must include notification to the Emergency Coordinating Officer of the Florida judicial branch.

(1) Information and guidance for (Name of the Circuit/District) judges and staff will normally be passed telephonically using an emergency notification telephone tree/cascade (The necessary information and means of communicating with judges and staff should be developed and outlined in an appendix). Depending on the situation, current information may also be available via:

- (A Florida Supreme Court hotline if approved and developed).
- (The (Name of the Circuit/District) hotline if approved and developed).
- (Announcements to local radio and TV stations if approved and developed).
- (Other means if approved and developed).

(2) Judges and staff should listen for specific instructions. All judges and staff should remain at their office or home until specific guidance is received.

(3) The (Chief Judge or Other Designated Person or Persons) will direct the activation of the (Name of the Circuit/District) COOP.

b. Notification Procedures. Upon notification to activate the (Name of the Circuit/District) COOP:

(1) The (Chief Judge or Other Designated Person or Persons) will notify the (Circuit Court Administrator for the (Name of the Circuit), the Marshal of the (Name of the District or Other Designated Person or Persons)) of the current situation and that the COOP is being activated.

(2) The (Circuit Court Administrator for the (Name of the Circuit) or Marshal of the (Name of the District or Other Designated Person or Persons)) will notify the Emergency Coordinating Officer, if other than himself/herself, and the primary staff (i.e. staff serving in the EJS) using the telephone tree or other available means of communication.

(a) The primary staff then initiate their respective COOP notification cascade and contact each person in their chain relaying the information and guidance provided by the (Circuit Court Administrator for the (Name of the Circuit) or Marshal of the (Name of the District or Other Designated Person or Persons)).

(b) The primary staff will make a second attempt to contact those individuals who were not initially available. If this attempt is unsuccessful, the primary staff will leave a message or send a page.

(c) Once initial contact is made (message left/page sent), primary staff call the (Circuit Court Administrator for the (Name of the Circuit) or Marshal of the (Name of the District or Other Designated Person or Persons)) and report status of cascade, including personnel not contacted.

(d) The (Circuit Court Administrator for the (Name of the Circuit) or Marshal of the (Name of the District or Other Designated Person or Persons)) will in turn report status to the (Chief Judge or Other Designated Person or Persons) via telephone or other means of available communication.

(e) For personnel not initially contacted, once the message or page is received, they should immediately contact the primary staff who contacted them.

(f) Notification may be via personal contact, telephone, cell phone, pager, radio and TV broadcasts, or a combination thereof.

(g) When a call or other notification is received by anyone in a calling cascade, the information given by the primary staff should be carefully

recorded to ensure that it is passed accurately to the next person in the cascade.

(h) The primary staff will notify the (Circuit Court Administrator for the (Name of the Circuit) or Marshal of the (Name of the District or Other Designated Person or Persons)) upon completion of their notification process.

(i) The primary staff will report all unsuccessful contact attempts to the (Circuit Court Administrator for the (Name of the Circuit) or Marshal of the (Name of the District) or Other Designated Person or Persons) after relocation has been affected.

(3) The Emergency Coordinating Officer of the Florida judicial branch will notify the Chief Justice of the Florida Supreme Court; the State Courts Administrator; and the State of Florida Emergency Operations Center that an emergency relocation has been affected in the (Name of the Circuit/District) as specified in the (Name of the Circuit/District) COOP.

SECTION III: RESPONSIBILITIES AND PROCEDURES

III-1 Key Personnel and Group Responsibilities and Procedures

Note: In this section you will need to outline the responsibilities and procedures necessary for key personnel and groups to perform for successful activation of the COOP and for successful performance of the mission essential functions under COOP operations. List provided below should be contracted or expanded as necessary.

- a. Chief Judge of the (Name of the Circuit/District).
- b. Marshal/Circuit Court Administrator.
- c. Emergency Coordinating Officer.
- d. Public Information Officer.
- e. Court Emergency Management Group.
- f. Essential Judges and Staff.
 - (1) Emergency Management Team.
 - (2) Emergency Operational Team.

III-2 Personnel Coordination

Note: This section should provide guidance in personnel issues for successful activation of the COOP and for successful performance of the mission essential functions under COOP operations. The verbiage provided below should be contracted or expanded as necessary.

- a. Only judges and personnel who are needed for the continuous execution of mission essential functions will be included on the list of Essential Judges and Staff (EJS).
 - b. Following activation and deployment of the EJS, additional personnel may be contacted to augment operations at the alternate relocation point (ARP).
 - c. All requests for augmentation of the EJS must be coordinated through the Chief Judge of the (Name of the Circuit/District).
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- d. During COOP operations, personnel not activated as members of the EJS, will be provided information on their status by (develop means to accomplish this task). The Emergency Coordinating Officer will be responsible for providing and disseminating the most current information via (developed means).

III-3 VITAL RECORDS AND DATABASES

- a. One (Name of the Circuit/District) COOP objective is to ensure the protection of vital records, regardless of media type, that are needed to support mission essential functions under all emergency conditions.
- b. Types of vital records and databases may include:
- (1) List the types of vital records and databases that are applicable.

III-4 DRIVE-AWAY KITS AND BLACK-BAGS

- a. The (Designated Person or Persons) is responsible for providing guidance to staff on the requirement for and the contents of these kits, which may contain such items as software, databases, publications, laptop computers, etc. Checklists may need to be used to help ensure the inclusion of all necessary contents.
- b. It is strongly encouraged that essential items and data be pre-positioned at the in-town ARP or other off-site location instead of being carried in a drive-away kits, because EJS may be at home when the order to deploy is received and access to the drive-away kits may be difficult or impossible.
- c. Items to consider including in these kits might include:
- (1) Rules of Court should be in Black-Bag.
- (2) Tape Recorder and Tapes should be in Black-Bag.
- (3) Batteries.
- (4) List of what positions have to be filled to hold a court hearing need to be predetermined and included in the in the Black-Bag.
- (5) Laptop with all necessary forms on a CD should be considered to include in the Black-Bag.
- (6) Normal office supplies can be purchased at a local office supply store after an emergency. May only include enough supplies for a 24 hour period in the Black-Bag.
-

(7) Have a laundry list of all necessary office supplies in the Black-Bag.

III-5 TELECOMMUNICATIONS AND INFORMATION SYSTEMS SUPPORT

- a. Telecommunications capabilities at the potential alternate facilities are sufficient for the performance of mission essential functions under the COOP. Information systems support at the potential alternate facilities will be provided by (Designated Person or Persons) who is a member of the EJS. Mobile communications support will be provided by (Designated Person or Persons).
- b. It is imperative that each Section and Office ensure that unique or critical information system requirements are considered in planning and, if appropriate, are identified as capabilities to be provided by support organizations at the potential alternate facilities.
- c. Items to consider during the planning process might include:
 - (1) Plans should address all three types of communication (Internal, External, Media).
 - (2) Plans should include the development of a telephone trees.
 - (3) Plans should consider use of a Hotline housed in a secondary location.
 - (4) Plans should consider radio communications using available staff with radios (SA investigators, bailiffs, facility security, HAMM radio operators, etc.).
 - (5) Plans should recognize different needs for a one hour emergency to an extended emergency.
 - (6) Plans should consider the use of a communication center to serve as a hub for communication needs of all local users.
 - (7) Plans should develop a plan when all communications systems are unavailable (i.e. a Comms-Out Plan).
 - (8) At a minimum, all members of the EJS are suggested to have pagers.

III-6 SECURITY AND ACCESS CONTROLS

- a. The (CEMG or other predetermined group) will ensure that the (Name of the Circuit/District) COOP and the evacuation plans for each court facility are complementary and coordinated if a COOP activation is required.
- b. The (Designated Person or Persons) will ensure all necessary security and access controls are provided at the alternate court facility. Also, the (Designated Person or Persons) will ensure the primary court facility is secured during COOP operations.
- c. Items to consider during the planning process might include:
 - Plans should address security issues regarding the transporting of inmates.
 - Plans may want to consider the utilizing video technology if available.
 - Plans should establish a goal of duplicating security established at the primary facility.
 - Video technology and the establishment of MOA/MOU's with a vender could prove valuable in addressing security issues.
 - Plans could address security issues by developing procedures in which hearings are held in the local jails.

SECTION IV: PHASE I - ACTIVATION

In general, the following procedures are to be followed in the execution of the (Name of the Circuit/District) COOP. The extent to which this will be possible will depend on the emergency, the amount of warning received, whether personnel are on duty or off-duty, and the extent of damage to the effected court facilities and its occupants. This Plan is designed to provide a flexible response to multiple events occurring within a broad spectrum of prevailing conditions. The degree to which this Plan is implemented depends on the type and magnitude of the events or threats thereof.

IV-1 Alert and Notification Procedures

- a. The (Name of the Circuit/District) notification process as related to COOP activation should, if necessary, allow for a smooth transition of the Essential Judges and Staff to an alternate facility to continue the execution of mission essential functions across a wide range of potential emergencies. Notification may be in the form of:
 - (1) A COOP alert to the Essential Judges and Staff and all non-essential (Name of the Circuit/District) employees that relocation is imminent.
 - (2) An announcement of a (Name of the Circuit/District) COOP activation that directs the Emergency Management Team to report to an assembly site or a designated alternate relocation point (ARP), and provides instructions regarding movement, reporting, and transportation details to an assembly site or a designated ARP.
 - (3) Instructions to the Emergency Operational Team to report for departure and relocation to a designated ARP, when selected and prepared, and instructions to non-essential employees.
 - b. Upon receipt of a COOP alert from the (Designated Person or Persons), or a designated successor, the (Circuit Court Administrator for the (Name of the Circuit) or Marshal of the (Name of the District) or Other Designated Person or Persons), notifies the (Circuit Court Administrator for the (Name of the Circuit) or Marshal of the (Name of the District) or Other Designated Person or Persons) who, in turn, notify staff using their internal telephone notification cascades. Notification may be via personal contact, telephone, cell phone, pager, radio and TV broadcasts, or a combination thereof.
 - c. The (Designated Person or Persons) notifies the appropriate County Emergency Operations Center, and Judicial Branch Emergency Coordinating Officer that an emergency relocation of the (Name of the Circuit/District) is anticipated or is in progress.
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IV-2 Initial Actions

- a. Based on the situation and circumstance of the event, the (Designated Person or Persons) will evaluate the capability and capacity levels required to support the current mission essential functions of the effected court facilities and select an appropriate ARP.
 - b. The (Designated Person or Persons) directs the immediately deploy of the Emergency Management Team to an assembly site or the designated ARP.
 - c. The (Designated Person or Persons) coordinates the immediately deploy of the Emergency Management Team to an assembly site or the designated ARP.
 - d. The (Designated Person or Persons) notifies the (Designated Person or Persons) designated ARP Facility Manager to expect the relocation of the (Name of the Circuit/District) court facility.
 - e. The (Designated Person or Persons) prepares the ARP for (Name of the Circuit/District) court operations.
 - f. The (Designated Person or Persons) provides instructions and guidance on operations and the location of the ARP.
 - g. The (Designated Person or Persons) provides regular updates to the (Chief Judge or Other Designated Person or Persons) regarding ARP activation.
 - h. The (Designated Person or Persons) notifies the appropriate County Emergency Operations Center, and Judicial Branch Emergency Coordinating Officer that an emergency relocation of the (Name of the Circuit/District) is anticipated or is in progress.
 - i. All (Designated Person or Persons) initiate their respective COOP notification cascade. After the cascades are complete, the results, including individuals not contacted are reported to the (Designated Person or Persons).
 - j. The Essential Judges and Staff members report to an assembly site or deploy to the designated ARP to assume (Name of the Circuit/District) court facility mission essential functions.
 - k. All (Designated Person or Persons) who have established drive-away kits ensure that they are complete, with current documents and equipment, and commence movement of the resources.
 - l. All (Designated Person or Persons) assemble the remaining documents and other assets as required for the performance of mission essential functions and begin preparations for the movement of these resources.
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- m. All personnel and sections of the effected court facility or facilities should implement normal security procedures for areas being vacated.
 - n. The security personnel as the effected court facility should take appropriate measures to ensure security of the effected court facilities and equipment or records remaining in the building.

IV-3 Activation Procedures Duty Hours

- a. The (Designated Person or Persons) notifies the (Designated Person or Persons) of the emergency requiring activation of the (Name of the Circuit/District) COOP.
- b. The (Designated Person or Persons) activates the (Name of the Circuit/District) COOP and notifies the appropriate ARP Facility Manager.
- c. The (Designated Person or Persons) directs (Designated Person or Persons) to begin movement of the Emergency Management Team to an assembly site or to the designated ARP facility immediately.
- d. The Emergency Operational Team immediately deploys to an assembly site or a designated ARP to assume mission essential functions.
- e. The tasks in Section IV-2 – Initial Actions are completed in their entirety.

IV-4 Activation Procedures Non-Duty Hours

- a. The (Designated Person or Persons) notifies the (Designated Person or Persons) of the emergency requiring activation of the DEM COOP Plan.
 - b. The (Designated Person or Persons) activates the (Name of the Circuit/District) COOP and notifies the appropriate ARP Facility Manager.
 - c. The (Designated Person or Persons) directs (Designated Person or Persons) to begin movement of the Emergency Management Team to an assembly site or to the designated ARP facility immediately.
 - d. The Emergency Management Team immediately deploys to an assembly site or a designated ARP to assume mission essential functions.
 - e. The Emergency Operational Team and other employees are directed to remain at home pending further guidance.
 - f. The tasks in Section IV-2 – Initial Actions are completed in their entirety.
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IV-5 Deployment and Departure Procedures – Time-Phased Operations

Allowances for partial pre-deployment of any mission essential functions which are critical to operations will be determined by the (Designated Person or Persons) at the time the (Name of the Circuit/District) COOP activation is directed. This determination will be based on the event or the level of threat. The following actions establish general administrative procedures to allow for travel and transportation to the ARP. Specific instructions will be provided at the time a deployment is ordered.

- a. The (Designated Person or Persons) directs the (Designated Person or Persons) to begin deployment of the Emergency Management Team and the select Emergency Operational Team members to the ARP.
- b. Emergency Management Team. The Emergency Management Team is directed by the (Designated Person or Persons) to either relocate to a designated assembly site or an ARP. Team members should ensure that they have their official drive-away kits and the personal preparedness bags. This team will most likely use privately owned vehicles for transportation to the designated facility after marshalling at a pre-determined assembly site. Specific instructions will be provided at the time of activation.
- c. Emergency Operational Team. The Emergency Operational Team members immediately begin movement taking with them all office drive-away kits, if applicable, not already transported by the members of the Emergency Management Team and their personal preparedness bags. This team will most likely use privately owned vehicles for transportation to the designated facility. Specific instructions will be provided at the time of activation.
- d. Non-Essential Personnel. Non-essential personnel present at the effected court facility at the time of an emergency notification will be directed to proceed to their homes to await further instructions. At the time of notification, any available information regarding routes that should be used to depart the court facility or other appropriate safety precautions. During non-duty hours, non-essential personnel will remain at their homes pending further guidance.

IV-6 Transition to Alternate Operations

- a. Following the activation of the (Name of the Circuit/District) COOP and establishment of communications links with the (Designated Person or Persons) and the Emergency Management Team at an assembly site, the (Designated Person or Persons) or his designated successor orders the cessation of operations at the primary court facility.

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- b. The (Designated Person or Persons) notifies the appropriate County Emergency Operations Center, and Judicial Branch Emergency Coordinating Officer that an emergency relocation of (Name of the Circuit/District) court facility is complete and provides contact numbers.
 - c. As appropriate, press, news media, outside customers, vendors and other service providers are notified by the Public Information Officer that the (Name of the Circuit/District) has been temporarily relocated.

IV-7 SITE-SUPPORT RESPONSIBILITIES

Following notification that a relocation of the (Name of the Circuit/District) court facility has been ordered or is in progress, the appropriate ARP Facility Manager will implement (Name of the Circuit/District) COOP Site-Support Procedures and prepare for the activation of the (Name of the Circuit/District) COOP and to receive the Emergency Management Team within six hours and the Emergency Operational Team within 12 hours.

SECTION V: PHASE II - ALTERNATE OPERATIONS

V-1 EXECUTION OF MISSION ESSENTIAL FUNCTIONS

Upon activation, the Emergency Management Team will begin providing support for the following functions:

- a. Monitor and assess the situation that required the relocation;
- b. Monitor the status of personnel and resources;
- c. Establish and maintain contact with the appropriate County Emergency Operations Center and the Judicial Branch Emergency Coordinating Officer, or other designated person;
- d. Plan and prepare for the restoration of operations at the (Name of the Circuit/District) court facility of other long-term facility.

V-2 Establishment of Communications

- a. The (Designated Person or Persons) will ensure all necessary and preplanned communications systems are established, adequate, and functioning properly; and
- b. The (Designated Person or Persons) will service and correct any faulty or inadequate communications systems.

V-3 Relocation Group Responsibilities

- a. Emergency Management Team Responsibilities. As soon as possible following their arrival at the designated ARP or pre-identified assembly site in the Tallahassee vicinity, the A-Team members will begin providing support for the following functions:
 - (1) Coordinate transition of the (Name of the Circuit/District) mission essential functions from the Emergency Operational Team to the reconstituted (Name of the Circuit/District) court facility of other long-term facility.
- b. Essential Judges and Staff Responsibilities. As soon as possible following their arrival at the designated alternate facility, the Emergency Operational Team members will begin providing support for the following functions:
 - (1) The (Designated Person or Persons) will disseminate administrative and logistics information to the Essential Judges and Staff upon arrival. This information should generally cover the operational procedures for the next 30 days.

The Essential Judges and Staff will be directed to the assigned temporary courtrooms and work locations.

- (2) The Essential Judges and Staff will receive continual briefings and updates from the (Designated Person or Persons).
- (3) The Essential Judges and Staff will perform the mission essential functions of the effected (Name of the Circuit/District) court facility as predetermined and prearranged through the efforts of the Court Emergency Management Group.

V-4 AUGMENTATION OF STAFF

- a. If it becomes evident that the Essential Judges and Staff cannot ensure the continuous performance of mission essential functions, the (Designated Person or Persons) will determine the positions necessary to ensure the continuous performance of mission essential functions.
- b. The (Designated Person or Persons) will then ensure that the identified positions are staffed with individuals who have the requisite skills to perform the tasks.

V-5 Amplification of Guidance to Essential and Non-Essential Personnel

- a. The (Designated Person or Persons) will develop informative Memorandum for dissemination to all (Name of the Circuit/District) employees regarding the duration of alternate operations, pertinent information on payroll, time and attendance, duty assignments, and travel authorizations and reimbursements.
- b. The (Designated Person or Persons) will approve this Memorandum and the (Designated Person or Persons) will then distribute the document to the relocated personnel and the non-essential staff through appropriate media and other available sources.

V-6 Development of Plans and Schedules for Reconstitution and Termination

- a. The (Designated Person or Persons) will develop Reconstitution and Termination Plans and Schedules to ensure an orderly transition of all (Name of the Circuit/District) functions, personnel, equipment, and records from the temporary alternate location to a new or restored court facility.
 - b. The (Designated Person or Persons) will approve the plans and schedules prior to the cessation of operations.
 - c. The (Designated Person or Persons) will oversee the Reconstitution and Termination process.
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SECTION VI: PHASE III - RECONSTITUTION AND TERMINATION

VI-1 Overview

Within 24 hours of an emergency relocation, the (Designated Person or Persons), will initiate operations to salvage, restore, and recover the effected court facilities after the approval of the local and Federal law enforcement and emergency services involved. Reconstitution procedures will commence when the (Designated Person or Persons) ascertain that the emergency situation has ended and is unlikely to recur. Once this determination has been made, one or a combination of the following options may be implemented, depending on the situation.

- a. Continue to perform mission essential functions at the ARP for up to 30 days.
- b. Begin an orderly return to the effected court facility and reconstitute full operations.
- c. Begin to establish a reconstituted court facility in some other facility in the (Name of the City), Florida vicinity.

VI-2 Procedures

Upon a decision by the (Designated Person or Persons) that the court facility can be reoccupied, or that a different facility will be established as a new court facility:

- a. The (Designated Person or Persons), will oversee the orderly transition of all court functions, personnel, equipment, and records from the ARP to a new or restored court facility.
- b. Prior to relocating back to the primary court facility or another building, the (Designated Person or Persons) will conduct appropriate security, safety, and health assessments for suitability.
- c. When necessary equipment and documents are in place at the new or restored court facility, the staff remaining at ARP will transfer mission essential functions and resume normal operations.

VI-3 After-Action Review and Remedial Action Plan

- a. An After-Action Review information collection process will be initiated prior to the cessation of operations at the ARP. The information to be collected will, at a minimum, include information from any employee working during the (Name of the Circuit/District) COOP activation and a review of the strengths and weaknesses at the conclusion of the operations.

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- b. The information should be incorporated into a COOP Remedial Action Plan. Recommendations for changes to the (Name of the Circuit/District) COOP and any accompanying documents will be developed and incorporated into the COOP Annual Review Process.

Note: Include Appendices to the COOP as necessary.