

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 document 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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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 Circuit/District) 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.

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.

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 Team (CEMT)) for the (Name of the Circuit/District) will gather at the (Name of Alternate Facility or Name of Predetermined Secure Location). The (CEMT) 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.

- d. The (Name of the Circuit/District) (CEMT) may be supplemented by selected staff from appropriate State, County, or other agencies. The (Name of the Circuit/District) (CEMT) will serve as an initial relocation team for COOP activation or potential activation. The (CEMT) 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 (CEMT) 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 (CEMT). Clear instructions as to the actions necessary to be performed by each of these judges and staff should be predetermined by the (CEMT) given the policy guidance provided by the Court Emergency Management Group (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 (CEMT).
- 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. 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 may 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.

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 each county/primary court facility should be predetermined and listed in an appendix).
- b. 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.
- c. (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 (CEMT) and will be based on the incident, threat, risk assessments, and execution timeframe. *(Note: A template has been created to assist in the development of potential sites.)*

- b. To ensure the adequacy of assigned space and other resources, all alternate facilities should 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. *(Note: A template has been created to assist in the development of mission essential functions.)*

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 the 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.

(Note: A handout entitled Continuity of Operations During Catastrophic Scenario is provided to illustrate this point.)

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 specified in Florida Rules of Judicial Administration 2.050(c) and 2.040(a)(2). 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 CEMT, 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 CEMT will monitor the situation and assist in the notification process as necessary.
- 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).

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 and the Public Information Officer (PIO), 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: PROCEDURES

III-1 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-2 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-3 Security and Access Controls

- a. The (CEMT) 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 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.

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.

- 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.

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. Court Emergency Management Team (CEMT). The Court 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. Essential Judges and Staff (EJS). The Essential Judges and Staff 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.

- 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 Court Emergency Management Team within six hours and the Essential Judges and Staff within 12 hours.

SECTION V: PHASE II - ALTERNATE OPERATIONS

V-1 Execution of Mission Essential Functions

Upon activation, the CEMT 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. CEMT 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.

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.

- 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.