

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 is an operational plan for responding to emergencies within the court system. It is confidential and exempt from public disclosure under Art I, Sec.24, Florida Constitution, rule 2.051, Florida Rules of Judicial Administration, pursuant to sections 119.071(3)(a), 119.071(2)(d), and 281.301, Florida Statutes, as well as any other statutory or rule provisions that may apply.

TABLE OF CONTENTS

TABLE OF CONTENTS i

SECTION I: INTRODUCTION 1

SECTION II: PLANNING ELEMENTS 2

APPENDICES 4

SECTION I: INTRODUCTION

I-1 Purpose and Objective

This Continuity of Operations Plan (COOP) establishes 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 to an **alternate facility** 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)

The objective of this COOP is to ensure that a viable capability exists to continue **mission essential functions** across a wide range of potential emergencies, specifically when the primary facility is either threatened or inaccessible requiring relocation to an **alternate facility**.

I-2 Applicability and Scope

- a. This document is applicable to the (Name of the Circuit/District).
- b. Support from state agencies and local governments will be coordinated primarily through the Court Emergency Management Group (CEMG) as described below.

I-3 Planning Considerations and Assumptions

A viable COOP must be maintained at a high-level of readiness. A viable COOP must also:

- Be capable of implementation both with and without warning;
- Be operational no later than three hours after activation;
- Provide guidance regarding sustaining operations for up to 30 days; and
- Take maximum advantage of existing State or Federal and local government infrastructures.

SECTION II: PLAN ELEMENTS

II-1 COOP Execution

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.

II-2 Court Emergency Management Group (CEMG)

The Court Emergency Management Group (CEMG) is a **local group** to develop **local policies** for preparing, responding and recovering from emergencies. Membership on the CEMG should be determined locally and should include representatives from all relevant local stakeholders. The CEMG may be structured as a means to develop policy given the multiple players and multiple constitutional officers and should be tasked with developing all policy related to the development of a viable COOP, including:

- Clearly defining an individual or the group of individuals who will be making decisions regarding court closures and operations under the “unity of command” in the event of an emergency;
- Determining the mission essential functions for the court;
- Determining and assigning staff to serve on the Court Emergency Management Team (CEMT)
- Establishing alternate facilities; and
- Establishing means of communications.

A template is provided as Appendix A to assist with the development of the CEMG.

II-3 Mission Essential Functions

It is important to establish a set of mission essential functions before an emergency. Any function that is essential and can not be deferred for a 30 day period should be included

as a mission essential function. Any function not deemed mission essential must be deferred until additional personnel and resources become available.

A template is provided as Appendix B to assist with the development of mission essential functions.

II-4 Court Emergency Management Team (CEMT)

While the CEMG described above represents a **policy** group, a separate team referred to as the Court Emergency Management Team (CEMT) should be developed as an **operational** team. The CEMT should be made up of all officials and staff necessary to actually perform the mission essential functions if the COOP is activated. Each CEMT member should develop and/or have available all resources and supplies necessary for them to perform their assigned mission essential function.

Space is available in the template provided as Appendix B to name the CEMT members associated with each of the mission essential functions.

II-5 Alternate Facilities

It is important to predetermine viable alternate facilities before an emergency to ensure staff can relocate if necessary. Agreements regarding the use of the alternate facilities should be executed prior to an emergency event.

A template is provided as Appendix C to assist in the development of alternate facilities.

II-6 Directories

Appropriate contact information should be established prior to the outset of an emergency event. Two templates, an agency directory and an employee directory are provided as Appendix D and E, respectively to assist in the development of these directories.

II-7 Communications

The primary individual to assimilate and disseminate information for (Name of the Circuit/District) is (Designated Information Officer). A backup should also be named. The means for the assimilation and dissemination of this information should be designated by the (Designated Information Officer) and will include:

- (List means of assimilating and disseminating information here. Consideration should be given to establishing a telephone hotline, emergency websites, using local media, among other means of communication).

APPENDIX A

Court Emergency Management Group

Instructions: List in the table below all relevant stakeholders necessary for the development of **local policies** for preparing, responding and recovering from emergencies. Add or delete columns and rows as needed.

CEMG Members	Title	Contact Information	
		Phone Number	Email

APPENDIX B

Mission Essential Functions and Court Emergency Management Team

Instructions: Mission essential functions for your court must be determined and prioritized. The performance of highest priority items will need to be resumed as quickly as possible and should be grouped under item 1 below. The template allows for both a second tier of items grouped under item 2 and a third tier under item 3. If you need more than three groupings, additional groupings can be added. Regardless of the number of groupings, all court functions must be resumed within one month of the disruption. Also, spaces are provided to list the CEMT members assigned to perform the mission essential functions if the COOP is activated.

1 - Functions to be Performed Given <u>One Day</u> Disruption		
Mission Essential Functions	CEMT Members	CEMT Backup Members
<i>(Include as many additional rows as necessary)</i>		
<p>Note: After one day of emergency operations either normal operations must be reinstated or emergency operations must ensure the functions listed in 2, below are performed.</p>		

2 - Functions to be Performed Given a Disruption Greater than <u>One Day</u> but Less than <u>One Week</u>		
Mission Essential Functions	CEMT Members	CEMT Backup Members
<i>(Include as many additional rows as necessary)</i>		
<p>Note: All functions listed in 1, above must continue to be performed. After one week of emergency operations either normal operations must be reinstated or emergency operations must ensure the functions listed in 3, below are performed.</p>		

**3 - Functions to be Performed Given a Disruption Greater than One Week
but Less than One Month**

Mission Essential Functions	CEMT Members	CEMT Backup Members

(Include as many additional rows as necessary)

Note: All functions listed in 1, above must continue to be performed. After one week of emergency operations either normal operations must be reinstated or emergency operations must ensure the functions listed in 3, below are performed.

APPENDIX C

Alternate Facilities

Instructions: Both a primary alternate facility and a secondary alternate facility must be named for each current facility in your district/circuit. If you have more or less than five current facilities you should add or delete rows in this table as necessary. For each current facility, the fields in italics are required.

Current Facility	Primary Alternate Facility	Secondary Alternate Facility
1) <i>Name:</i>	<i>Facility Name:</i> <i>Facility Address:</i> Driving Directions: Facility Contact (if applicable): Phone Number(s): Additional Information:	<i>Facility Name:</i> <i>Facility Address:</i> Driving Directions: Facility Contact (if applicable): Phone Number(s): Additional Information:
2) <i>Name:</i>	<i>Facility Name:</i> <i>Facility Address:</i> Driving Directions: Facility Contact (if applicable): Phone Number(s): Additional Information:	<i>Facility Name:</i> <i>Facility Address:</i> Driving Directions: Facility Contact (if applicable): Phone Number(s): Additional Information:
3) <i>Name:</i>	<i>Facility Name:</i> <i>Facility Address:</i> Driving Directions: Facility Contact (if applicable): Phone Number(s): Additional Information:	<i>Facility Name:</i> <i>Facility Address:</i> Driving Directions: Facility Contact (if applicable): Phone Number(s): Additional Information:
4) <i>Name:</i>	<i>Facility Name:</i> <i>Facility Address:</i> Driving Directions: Facility Contact (if applicable): Phone Number(s): Additional Information:	<i>Facility Name:</i> <i>Facility Address:</i> Driving Directions: Facility Contact (if applicable): Phone Number(s): Additional Information:
5) <i>Name:</i>	<i>Facility Name:</i> <i>Facility Address:</i> Driving Directions: Facility Contact (if applicable): Phone Number(s): Additional Information:	<i>Facility Name:</i> <i>Facility Address:</i> Driving Directions: Facility Contact (if applicable): Phone Number(s): Additional Information:

APPENDIX D

Agency Directory

Instructions: The template below can be used to develop detailed contact information for all appropriate emergency agencies. Please add or delete rows as needed.

Agency Directory	
County Sheriff	Telephone Number:
Police	Telephone Number:
Medical	Telephone Number:
Fire and Rescue	Telephone Number:
American Red Cross	Telephone Number:
County Emergency Management Office	Telephone Number:
State Emergency Management Office	Telephone Number:
Federal Emergency Management Agency:	Telephone Number:
Other Agency:	Telephone Number:
Other Agency:	Telephone Number:
Other Agency:	Telephone Number:

