

# Supreme Court of Florida

No. AOSC01-54

IN RE: WORK GROUP ON EMERGENCY PREPAREDNESS

## ADMINISTRATIVE ORDER

The Work Group on Emergency Preparedness is hereby established in accordance with the administrative authority conferred by article V, section 2 of the Florida Constitution and Florida Rule of Judicial Administration 2.030. The Work Group is charged with developing proposed action plans for the Chief Justice for a variety of emergency situations and developing proposed statewide emergency preparedness guidance for the remainder of the judicial branch while ensuring local autonomy in both planning and execution.

In order to ensure continuing public access to the courts, the Florida State Courts System must be prepared to manage a variety of emergency situations, including natural disasters, terrorism, and extended information systems outages. Emergency preparedness is addressed in *Horizon 2002, The 2000-2002 Operational Plan for the Florida Judicial Branch*, which includes an objective to provide “safe,

functional, dignified, and healthy court facilities and infrastructure with high quality logistical, technological, and administrative support.”

In light of the limited resources available to the State of Florida and the Judicial Branch, it is critical that implementation of recommended plans and procedures be achievable with resources and support that exist or are likely to be available.

The Work Group is requested to give attention to the following tasks, submit interim reports as each task is completed, and submit a final report and recommendations to the Chief Justice no later than March 31, 2002:

1. Review emergency preparedness plans utilized by other courts, governmental agencies, and private organizations.
2. Develop relationships with the appropriate law enforcement, fire department, weather, and other appropriate disaster response authorities.
3. Evaluate the advisability of appointing local emergency preparedness coordinators.
4. Consider the role of law enforcement agencies in establishing safety plans for court facilities.
5. Develop guidelines for emergency preparedness and contingency planning.

6. Develop a plan to alert and notify chief judges, court managers, local emergency preparedness coordinators, and employees of impending emergencies; provide guidance for local jurisdictions to establish their own plan.
7. Ensure that the focus of court emergency plans and guidance is on the safety of court personnel and the public, and guaranteeing public access to the courts.
8. Develop judicial branch operational contingency plans and procedures (e.g., destroyed structures, contamination, closed courts, information systems outages, large influx of cases requiring expedited processing, etc.).
9. Develop guidelines for the closing or alteration of regular business hours when there is a threat of harm in the form of any weapon (e.g., biological, germ, bomb, technological, or any similar weapons), natural disaster (e.g., fire, hurricane, tornado, flood, thunderstorms, or any other similar disasters), or other possible emergency (e.g., civil/political, nuclear, information warfare, or any other similar emergencies). This task should be given priority attention by the work group and

recommended guidelines should be submitted to the Court not later than January 31, 2002.

10. Devise statewide policy and guidance to safeguard technology infrastructure and to back up critical information (both electronic and paper).

The following individuals are appointed to the Work Group for a term to expire on June 30, 2002:

Mr. J. William Lockhart, Chair  
Court Administrator, Sixth Judicial Circuit

Mr. James R. Birkhold  
Clerk, Second District Court of Appeal

The Honorable Glenn Keith Cary  
Circuit Judge, Twentieth Judicial Circuit

The Honorable Richard F. Conrad  
Circuit Judge, Ninth Judicial Circuit

Mr. Craig Fugate  
Division of Emergency Management  
Florida Department of Community Affairs

Ms. Sandy Garcia  
Personnel Officer, Eleventh Judicial Circuit

The Honorable Lydia Gardner  
Clerk of Court, Orange County

Mr. Thomas D. Hall  
Clerk of the Supreme Court of Florida

Ms. Jannet Lewis  
Court Technology Officer, Tenth Judicial Circuit

Mr. Tom Long  
Chief of General Services  
Office of the State Courts Administrator

Mr. Mike McHargue  
Director of Executive Leadership Center  
Florida Department of Law Enforcement

The Honorable Manuel Mendendez, Jr.  
Chief Judge, Thirteenth Circuit Court

Mr. Randy Napoli  
Bureau Chief, Fire Standards and Training  
Division of State Fire Marshal

Mr. Glen Rubin  
Marshal, Fourth District Court of Appeal

Lieutenant R. Scott Stiner  
Pinellas County Sheriff's Office

The Honorable Emerson Thompson  
Chief Judge, Fifth District Court of Appeal

Mr. Robert Craig Waters  
Public Information Officer, Supreme Court of Florida

Mr. Mark Weinberg  
Trial Court Administrator, Seventh Judicial Circuit

Additionally, the Work Group should seek advice and information from other appropriate organizations, including the federal courts, the National Center for State Courts, the American Red Cross, Federal Emergency Management Agency, the Center for Disease Control, Federal Bureau of Investigation, and the United States Marshal Service.

Staff support for the Work Group will be provided by the Office of the State Courts Administrator. Members of the Work Group shall serve without compensation but shall be entitled to be reimbursed for reasonable per diem and travel expenses associated with their service.

DONE AND ORDERED at Tallahassee, Florida, on November 8, 2001.

  
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Chief Justice Charles T. Wells

ATTEST:

  
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Thomas D. Hall, Clerk

