



# Justice Administrative Commission

## STATEWIDE EMERGENCY MANAGEMENT POLICIES AND PROCEDURES

### Introduction

These statewide emergency management policies and procedures are developed and designed to assist the Justice Administrative Commission (JAC) in supporting the Judicial-Related Offices (JROs) in the event of an emergency. Should an emergency event impact the JAC directly, the JAC will respond based on emergency management plans designed specifically for JAC operations.

### Policy Regarding Emergency Coordinating Officers and Alternates

The JAC recommends each JRO name an emergency coordinating officer and an alternate emergency coordinating officer for your operations. The establishment of an emergency coordinating officer is one of the recommendations from the Florida Supreme Court Workgroup on Emergency Preparedness and is consistent with the Key Elements of Court Emergency Planning recommended by the National Center for State Courts.

Each JRO should name an emergency coordinating officer and an alternate.

Many JROs have named emergency coordinating officers, and an email distribution list for the emergency coordinating officers has been developed and is in use by the JAC. However, until the full establishment of a complete group of emergency coordinating officers and alternates within Justice Administration, communication will be forwarded through the use of the executive and administrative directors' contact lists.

Rip Colvin is the statewide emergency coordinating officer and Greg Cowan is the alternate statewide emergency coordinating officer.

Additionally, for emergency events directly impacting operations at the JAC, Wayne Meyer is the emergency coordinating officer, and Jerry Eychaner is the alternate.

### Policy Regarding Connecting the JAC to the Existing Emergency Management Community

JAC coordinates with the Office of the State Courts Administrator and the State Emergency Response Team (SERT) with the Florida Division of Emergency Management.

As part of the efforts to connect with SERT, JAC staff are now included as a contact in SERT's Financial Section. The primary JAC contact is Nona McCall and the backup contact is Michael Mauterer. Nona and Michael will coordinate these financial issues related to our statewide emergency efforts. Per guidance from SERT, if the JAC or any of the JROs experience losses, these losses should be reported even if reimbursement for the losses will not be sought. SERT will collect the daily loss reports and compile them into one report for the Executive Office of the Governor. Examples of losses to consider include loss of furniture and equipment which may or may not be covered by the state property insurance, damage to vehicles, etc.



# Justice Administrative Commission

As necessary, JAC staff will also follow-up on requests and issues raised by the Office of Policy and Budget (OPB) in the Governor's Office. The primary JAC contact with OPB is Michael Mauterer.

Developing local relationships is the best method for ensuring the direct support to your personnel and operations in the event you are directly impacted by an emergency event.

The JAC recommends emergency coordinating officers with the JROs also reach out to build and strengthen local collaborative relationships with local emergency management entities and key stakeholders. These entities may vary locally but may include local emergency management directors, county sheriffs or other law enforcement, local courts, local clerks, local fire/rescue, etc. Developing these local relationships is the best method for ensuring the direct support to your personnel and operations in the event you are directly impacted by an emergency event.

## Procedures for Emergency Events with Statewide Implications

### *Procedures Given an Event with Warning (e.g., tropical storms, hurricanes)*

An example of an event with warning is the forecasted landfall of a tropical storm or hurricane. These procedures are designed specifically for such a high probability, potentially high-impact tropical weather event. However, these procedures can be applied to other events that may occur with warning.

1. JAC staff will monitor available warning systems and information. These include the information available via the National Hurricane Center, the Florida Division of Emergency Management, and other sources.
2. The JAC will respond to any event directly impacting the JAC based on the Occupant Emergency Plan (OEP) and the Continuity of Operations Plan (COOP) developed specifically for the JAC. (Note: The full JAC COOP is under development, but the COOP Mini is currently operational at the JAC.)
3. It is recommended for each JRO to develop their own local OEP and COOP.
4. Should an event with significant potential impact to the state or portions of the state be pending, the JAC will:

- a. Strive to keep the JROs informed by disseminating the situation reports and other available information provided to the JAC from the State Watch Office with the State Emergency Response Team. The JAC currently receives these situation reports each morning.
- b. Activate statewide emergency conference calls to be held every day during activation at 2:00 PM (ET) at 1-888-670-3525 with participant code: 355-180-7029. Such an event may include the pending landfall of a tropical storm or hurricane. Given the predictions from the National Hurricane Center, the activation of the statewide emergency conference calls may begin when the landfall is predicted to occur within 72 hours. After activations, the conference calls will continue for each successive day as

Each JRO should develop an OEP and COOP.

When activated, emergency conference calls will be held every day at 2:00 PM (ET) at 1-888-670-3525 with participant code: 355-180-7029.



# Justice Administrative Commission

needed. The potential agenda items for discussion during the call include, but are not limited to, the following:

- i. Call to order and roll call;
  - ii. Update on statewide response and recovery efforts;
  - iii. Update from impacted entities (if available);
  - iv. Coordination of any relief efforts for the impacted entities;
  - v. Review the continuation of the statewide emergency calls; and
  - vi. Adjourn.
- c. Track, document, and report impacts and office closures as reported to the JAC by the JROs. This includes reporting any office closures or relocations to the Department of Management Services (DMS) or other appropriate entity as necessary. Monitor the impacts and closures of other related entities, including the state courts.
  - d. Coordinate all information associated with any emergency response and recovery through the JAC emergency coordinating officer and the alternate.
  - e. In the event Tallahassee is impacted by an emergency event and JAC staff are unable to attend the daily conference calls, arrangement will be made with JRO staff in other locations to dial into the daily conference call as moderators and help facilitate the call. Additionally, JAC staff have discussed other possible “comms-out” arrangements with staff at the State Emergency Response Team.

Communications during an emergency event is key to a successful response and recovery.

## *Procedures Given an Event without Warning*

Given many emergency events will occur without warning, the JAC will adopt the above procedures to the specific event that may occur. The JAC and the JROs should ensure their OEP and COOP are capable of activation without warning. Under circumstances where an emergency event with significant potential impact to the state or portions of the state occurs without warning, the JAC will strive to keep the JROs informed by disseminating any available information as expeditiously as possible. The JAC will also consider activating the statewide emergency conference calls as soon as conditions allow and warrant.

## **Steps and Tips Regarding Human Resource Issues during Emergency Events**

The People First Team at the Department of Management Services has developed specific steps and tips for agency human resource offices to consider during an emergency event. The steps and tips are outlined in general correspondence document (GC 288) issued on May 22, 2018 and updated on August 31, 2018. A copy is available at [https://www.dms.myflorida.com/workforce\\_operations/people\\_first/for\\_state\\_hr\\_practitioners](https://www.dms.myflorida.com/workforce_operations/people_first/for_state_hr_practitioners) or can be obtained by contacting JAC staff.



# Justice Administrative Commission

## Conclusion

As stated in the introduction, these statewide emergency management policies and procedures are developed and designed to assist the JAC in supporting the JROs in the event of an emergency impacting these supported entities. If you have any suggestions or recommendations to improve upon these policies and procedures, please forward those suggestions or recommendations to Greg Cowan at [greg.cowan@justiceadmin.org](mailto:greg.cowan@justiceadmin.org) or at (850) 488-2415, ext. 229.

Further, JAC staff are available to provide assistance in the area of emergency planning to the JROs. If you have a need for such assistance, please also contact Greg Cowan at the email address or phone number listed above.