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 - Leaders need to be willing to expend political capital
 - Leaders need to take credible ownership for their office's emergency management efforts
 - All parties should address the authority issues
 - Consider the Incident Command System (ICS) (see <u>https://training.fema.gov/emiweb/is/icsresource/index.htm</u>)
 - Consider impact of a declared emergency
 - Have an idea beforehand who will be in charge
 - Consider the distinction between the courthouse and the court and what your relationship is to both
- 2. Dedicate Staff
 - Name an emergency coordinating office (ECO)
 - Name a public information officer (PIO)
 - Utilize existing staff if unable to hire new staff
 - Encourage and fund staff to participate in available training opportunities consider utilizing the Division Of Emergency Management's SERT Track website to locate and register for available courses (<u>https://trac.floridadisaster.org/TRAC/loginform.aspx</u>) – FEMA also provides Emergency Management training (<u>https://www.fema.gov/training</u>)
 - Encourage and fund staff to attend applicable emergency management conferences and other professional events e.g. the annual Governor's Hurricane Conference
 - Encourage staff to become members in applicable emergency management professional organizations and/or associations e.g. Florida Emergency Preparedness Association
 - Recognize and reward staff for engaging in your agency's emergency management activities
- 3. Build and Strengthen Collaborative Relationships
 - Require the ECO to become familiar with the ICS
 - Empower the ECO to reach out to all relevant stakeholders
 - Form and empower a policy and planning group including all relevant stakeholders
 - Become a partner in the emergency management community

Note: This list is draft and still under development. The list is not all-inclusive. For any questions, please contact Greg Cowan or Wayne Meyer at (850) 488-2415. Last updated: April 3, 2017

- Assist with the preparedness efforts of other entities
- Monitor the response and recovery activities of other agencies
- When developing the your agency's response to an immediate emergency event, consider the responses being implemented by other local entities, especially the courts
- 4. Develop Redundant Communications
 - Maximize currently available redundancies
 - Develop an emergency website and backup
 - Develop a telephone hotline
 - Prearrange conference call schedules and numbers
 - Utilize media contacts
 - Develop wallet cards
 - Consider "comms-out" issues
 - Consider two-way communication issues
 - Consider implementing an emergency notification system
 - Consider other more costly options e.g. the JAC utilizes the AtHoc system, see http://www.athoc.com/
- 5. Develop a Self-Sufficient Workforce
 - Encourage all personnel to engage in family preparedness
 - Require "essential" personnel to engage in family preparedness
 - Insure "essential" personnel will be able to work under emergency conditions
 - Know how to contact "essential" personnel
 - Have ample backups designated for all "essential" personnel
- 6. Write the Plans
 - Develop an occupant emergency plan (OEP) considering the below possible events
 - Evacuation procedures
 - o Fire
 - o Explosion
 - Power outage

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- Hazardous material spill or release
- o Bomb threat
- Suspicious mail or package
- Hostile person(s)
- o Shelter in place
- Weather emergencies
- Reporting abuse/sexual harassment
- Reporting suspicious behavior
- Develop a continuity of operations plan (COOP) with a minimum of the following:
 - o Determine your mission essential functions
 - Work with your local county officials to determine your alternate facility and ensure the facility will be available for you if needed
 - o Determine your mission essential staff
 - Determine the resources your mission essential staff will need to perform their mission essential functions at the alternate facility
 - Consider the numerous other COOP elements
- Develop an information technology disaster recovery plan
- Utilize one of the existing guides or templates to help develop each plan
- 7. Test, Exercise, and Maintain
 - Develop and implement periodic table-top exercises
 - Hold periodic building evacuation drills
 - Participate in exercises and drills held by other relevant stakeholders
 - Engage in more advanced exercises and drills
 - Coordinate all exercises and drills with other relevant stakeholders

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ty Rohert Farmer 732-462-8110	18 Viera FL - Brevard County	Kimberly Prosser		
Rohert Farmer 239-533-3914	19 Ft Pierce FL - St Lucie County	Ron Parrish	772-462-8110 parrishr@stlucieco.org	
100001 CT 81111C1 200-000-01 14	20 Fort Myers FL - Lee County	Robert Farmer	239-533-3914 rfarmer@leegov.com	

County Emergency Managers by Circuit with Main Address

<u>Office</u>	Main Office	County EM	Contact Info
CCRC-N	CCRC-N Tallahassee FL - Leon County	Kevin Peters	850-606-3700 petersk@leoncountyfl.gov
CCRC-M	CCRC-M Temple Terrace FL - Hillsborough County	Preston Cook	813-236-3800 cookpr@hillsboroughcounty.org
CCRC-S	CCRC-S Ft Lauderdale FL - Broward County	Miguel Ascarrunz	954-831-3900 mascarrunz@broward.org
RC-1	Gainesville, FL - Alachua Couty	John Shaw	352-264-6500 jshaw@alachuacounty.us
RC-2	Fort Myers FL - Lee County	Robert Farmer	239-533-3914 rfarmer@leegov.com
RC-3	Miami, FL - Miami-Dade County	Curtis Sommerhoff	305-468-5400 csomm@miamidade.gov
RC-4	West Palm Beach FL - Palm Beach County	Bill Johnson	561-712-6321 wpjohnson@pbcgov.org
RC-5	Casselberry FL - Seminole County	Allen Harris	407-665-5017 aharris@seminolecountyfl.gov
GAL	Tallahassee, FL - Leon County	Kevin Peters	850-606-3700 petersk@leoncountyfl.gov

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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 entities served by the JAC 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

Wayne Meyer is currently serving as the emergency coordinating officer at the JAC, and Jerry Eychaner is serving as the alternate emergency coordinating officer at the JAC.

The JAC is recommending each of the entities served by the JAC name an emergency coordinating officer and an alternate emergency coordinating officer for your operations. Until the establishment of a formal group of emergency coordinating officers and alternate emergency coordinating officers within the entities served by the JAC, communication will be forwarded through the use of the executive and administrative directors' contact lists.

Additionally, to help initiate and implement these statewide policies and procedures, the JAC is naming Rip Colvin as the statewide emergency coordinating officer and Greg Cowan as alternate statewide emergency coordinating officer. The primary missions of the statewide emergency coordinating officer and alternate are to:

- 1. Provide policy and planning assistance to the entities served by the JAC in the areas of emergency preparedness, mitigation, response, and recovery.
- 2. Coordinate statewide response and recovery efforts should an emergency event with statewide implication occur or be pending in our state or portions of our state.

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.

Policy Regarding Connecting the JAC to the Existing Emergency Management Community

Building and strengthening collaborative relationships is another of the Key Elements of Court Emergency Planning. Toward this end, the JAC emergency coordinating officer, statewide emergency coordinating officer, alternate statewide emergency coordinating officer, and JAC's Intergovernmental Affairs Administrator have initiated efforts to get the JAC better connected to statewide emergency management entities and key stakeholders. These entities and stakeholders include the Office of the State Courts Administrator and the State Emergency Response Team with the Florida Division of Emergency Management. The JAC is now connected to these entities and will utilize the information obtained from these entities to help coordinate statewide response and recovery efforts in the event of an emergency. The JAC will also disseminate information obtained from these entities as necessary to facilitate preparedness, mitigation, response, and recovery efforts.

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Statewide Emergency Management Policies and Procedures

The JAC is recommending each local emergency coordinating officer 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.

The goal is to build relationships that could be useful before, during, and after an emergency event. Calling for help or assistance or delivering help and assistance to someone who knows you and you know has proven to be more successful than making cold calls in the immediate aftermath of an event. That is, you want to exchange business cards prior to an emergency, not afterwards. This is one of the Key Elements of Court Emergency Planning and was stressed by the Florida Supreme Court Workgroup on Emergency Preparedness.

Procedures for 2017 Hurricane Season or Other Emergency with Statewide Implications

Should an emergency event with statewide implication occur or should such an event be pending in our state or portions of our state, the JAC will initiate the procedures outlined below. The most likely example of such a statewide event is a hurricane or other tropical weather related event. These weather events have a high probability of occurring and have the potential to generate extensive damage and destruction. Therefore, the risk posed by such an event is high. However, these procedures should be considered all-hazard in nature and will be utilized and/or adapted to any unique event impacting our state. Additionally, flexibility in response and recovery is essential for success, and these procedures provide a flexible, not a rigid framework.

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

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.
- 3. It is recommended for each entity served by the JAC 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 entities served 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.

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Justice Administrative Commission

Statewide Emergency Management Policies and Procedures

- 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 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.

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 entities served by the JAC 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 entities served 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 <u>general correspondence document (GC 268)</u> issued on May 10, 2016. A copy can also be obtained by contacting JAC staff.

Conclusion

As stated in the introduction, these statewide emergency management policies and procedures are developed and designed to assist the JAC in supporting the entities served by the JAC 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 or at (850) 488-2415, ext. 229.

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

Last updated: April 7, 2017