

List of Action Items for the Seven Key Elements of Court Emergency Management

1. Address Leadership Issues

- 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 <https://training.fema.gov/emiweb/is/icsresource/index.htm>)
- 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 (<https://trac.floridadisaster.org/TRAC/loginform.aspx>) – FEMA also provides Emergency Management training (<https://www.fema.gov/training>)
- 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
- Assist with the preparedness efforts of other entities

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.

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- 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 social media
 - 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
 - Fire
 - Explosion
 - Power outage

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- Hazardous material spill or release
- Bomb threat
- Suspicious mail or package
- Hostile person(s)
- 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:
 - 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
 - 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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