

NEW YORK STATE UNIFIED COURT SYSTEM



Facility Emergency Preparedness and Response Plan (*Insert Court / Address*)

March 2003

PURPOSE

This Facility Emergency Plan establishes policy and guidance to ensure the execution of the mission essential functions for the _____ in the event that an emergency threatens or incapacitates operations, and the relocation of selected key personnel and functions of this court is required.

Specifically, this plan is designed to:

- Protect the safety of all court employees and users
- Safeguard the court's records and other property
- Continue the operation of the courts
- Ensure that the court is prepared to respond to emergencies, recover from them, and mitigate against their impacts
- Ensure that the court is prepared to provide critical services in an environment that is threatened, diminished or incapacitated.

OBJECTIVES

The objective of the Facility Emergency Plan is to ensure that a viable capability exists to continue essential court functions across a wide range of potential emergencies, specifically when the primary court facility is either threatened or inaccessible. The objectives of this plan include:

- Ensure the continuous performance of a court's essential functions / operations during an emergency
- Protect essential facilities, equipment, records and other assets
- Reduce or mitigate disruptions to operations
- Avoid loss of life, minimize damage and losses
- Identify and designate key personnel to be relocated to an Alternative Work Site
- Facilitate decision-making for execution of the Plan and the subsequent conduct of operations, and
- Achieve a timely and orderly recovery from the emergency and resumption of full service to all court users.

A copy of this original Facility Emergency Plan for each facility must be filed with the Deputy Chief Administrative Judge, New York City Courts and the UCS Department of Public Safety. The Facility Emergency Plan must be reviewed annually, updated as necessary and re-filed.

Designated Assembly Area

In the event of an evacuation, the following Designated Assembly Area is where court personnel are to report for further instructions:

BUILDING SECURITY AND LIFE SAFETY

UCS Employee Evacuation Checklist			
Posted at	Date	By	Additional Comments
Elevator Banks			
Fire Exit Stairwells			
Lobby			
Other:			
Distributed to Employees			

Decision to Evacuate In the event of an evacuation, notify the following

Title	Name	Telephone	Alternate Phone
DCAJ, NYC			
UCS Dept. of Public Safety			
UCS Office of Communications (where appropriate)			
Other:			
DOCS			

Building Evacuation Plan

	Date	Filed with UCS Department Of Public Safety By
Completed		
Updated		
Updated		

Emergency Contact Cards (Re-Distribute Annually)

Distributed	Date:	By:
Re-Distributed	Date:	By:
Re-Distributed	Date:	By:
Re-Distributed	Date:	By:
Re-Distributed	Date:	By:
Re-Distributed	Date:	By:
Re-Distributed	Date:	By:

Drills

Date of Drill	Type of Drill Conducted		Evaluation Form Filed on (date)
	Complete Building	Fire	

Facility Profile

Completed	Date:	By:
Updated	Date:	By:
Updated	Date:	By:
Updated	Date:	By:
Updated	Date:	By:
Updated	Date:	By:

Filed	Date	By
UCS Department of Public Safety		
In the Drive-Away Kit		
Attached to the Facility Emergency Plan		

Facility Floor Plans

Obtained and Attached to Building Evacuation Plan

Date:

By:

Employee Call-In System

(Insert Procedures for local employee call-in system)

Contact Lists
Key Personnel

Name	Title	Contact Numbers			E-mail
		Office Phone	Cellular Phone	Home Phone	
	Administrative Judge				
	Supervising Judge				
	Chief Clerk				
	Deputy Chief Clerk				
	County Clerk				
	UCS Dept of Public Safety Major				
	Building Manager				
	NYPD				
	FDNY				
UCS Offices					
Chief Dep Chief Asst Dep Chief	Office of Public Safety				
	Office of Facilities Management				
	Department of Technology				
	Office of Communications				
Other:					

All Personnel

Impress upon management personnel the importance of compiling paper copies of all contact lists for which they are responsible and keeping them off premises at a location (e.g., at home) where they will be readily accessible if the court facility is closed or the computer system fails.

The Chief Clerk will compile and keep a master list of all personnel contact numbers, created from lists maintained by management personnel.

Managers List Updated (Every Six Months):

Date

Date

Chief Clerk's List Updated (Each Time Managers Submit New Lists)

Date

Date

CONTINUITY OF OPERATIONS

Coordination of Response

Except in extraordinary circumstances where the nature of a particular emergency requires an immediate local response, it is essential that no decisions regarding re-deployment of personnel, facility closings or relocations be made until

The Deputy Chief Administrative Judge, New York City Courts is notified and consulted.

1. (Insert Deputy Chief Admin. Judge, NYC and Phone)
2. Contact the Chief of the Department of Public Safety
Chief
First Deputy Chief
Asst. Deputy Chief /
Emergency Management Coordinator
3. As appropriate, contact the UCS Office of Communications

Director
Deputy Director

Non-UCS Entities should be notified of the emergency as necessary.

Agency / Entity	Address	Contact Person	Contact Numbers	
			Primary	Secondary

Alternative Work Sites

In the event that an emergency renders a court facility inaccessible for some period of time longer than one working day, the court's essential operations will be moved to one of the following Alternative Work Sites.

Facility or Part	Alternate Facility	Address	Phone Numbers	Approx. Sq. Ft.	Data Lines (Y/N)	Equipment**	Additional Information
If the emergency is limited to this facility, the Alternative Work Sites will be:							
If the emergency impacts a larger geographic area, the Alternative Work Sites will be:							

** Equipment includes computers, copiers, facsimiles, furniture, etc.

Drive-Away Kits

_____ will be responsible for transporting the Drive-Away kit to the Alternate Work Site.

Filed off-site on: _____ / _____ / _____ By: _____

Item / Document	Included by	Date
Flashlight		
Facility Floor Plan		
Contact Lists 1. 2.		
Facility Profile		
Facility Emergency Plan		
Databases 1. 2. 3.		
Personnel Documents 1. Contracts 2. Employee Handbook 3. 4.		
Laptop Computer		
Court Forms & Other Documents 1. 2. 3. 4. 5. 6.		
Office Supplies 1. Software discs 2. Pens 3. Paper 4. Letterhead/Envelopes 5. 6.		

Recovery and Restoration

Continuity of management and operations following an incident is equally as important as that maintained during the crisis.

Personnel

Information on alternate means of transportation

Filed in Drive-Away Kit

- Subway Maps
- Local Road Maps
- Bus Maps / Schedules
- Light Rail / Transit Maps / Schedules
- Ferry Maps / Schedules

____ / ____ / ____
____ / ____ / ____
____ / ____ / ____
____ / ____ / ____
____ / ____ / ____

Salary continuation:
Contact OCA Payroll

Crisis counseling / Other Support Services
Contact OCA Employee Relations
