



COURT ELEMENT Specify Court Unit: USCA – Circuit Executive’s Office

TEMPLATE NO. 1 - MINIMUM ESSENTIAL FUNCTIONS TO BE MAINTAINED BY THE COURTS IN THE EVENT OF AN EMERGENCY

What are the minimum essential functions that will be maintained in the event of an emergency? (i.e., minimum essential functions should including mission-essential functions identified by the Courts. In the table below, identify and prioritize the Court unit’s minimum essential functions during a local or regional disaster.

Service or Office Name	Business Function	Indicate if function would be performed during a (1) Local emergency, (2) Regional disaster.	Key Point of Contact for the business function
	<b>Description</b>		
<i>Circuit Executive</i>	Telecommunications	1 & 2	
	Data Communications	1 & 2	
	Mail Services	1 & 2	
<i>(Office name)</i>	Facilities Management Liasion GSA	1 & 2	
	Security Liaison USMS & Law Enforcement Agencies	1 & 2	
<i>(Office name)</i>	Communications -Judges, Staff, Administrative Office , GSA & other agencies and courts.  Public information, media.	1 & 2	
<i>(Office name)</i>			

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TEMPLATE NO. 1A - MINIMUM ESSENTIAL FUNCTIONS (Continued)

Priority	For each business function in the previous table, identify where it will be performed in the event of an emergency	Describe the strategy for implementing the business function at the alternate operations site.
1.	<p><b>Security</b></p> <p><i>Locally and/or wherever judicial officers and staff are relocated to.</i></p>	<p><b>(Strategy)</b>                      Maintain telecommunications with the USMS to ensure proper security for judicial officers and court staff.</p>
2.	<p><b>Telecommunications</b></p> <p><i>ERS locations</i></p>	<p><b>(Strategy)</b>                      Use of previously purchased cell phones for judicial officers ,unit executives and senior management.</p>
3.	<p><b>Data Communications</b></p> <p><i>Locally, Federal Courthouse in Federal Courthouse located at _____</i></p>	<p><b>(Strategy)</b>                      Provide access to the DCN either through the Federal Courthouse in Brooklyn or the Federal Courthouse in Central Islip, Long Island.</p>
4.	<p><b>Mail Services</b></p> <p><i>Locally</i></p>	<p><b>(Strategy)</b>                      To find the nearest federal facility to continue US Mail and operations</p>
5.	<p><b>Communications</b></p>	<p><b>(Strategy)</b>                      Rely on the cell phones and the media to communicate with judges, staff and the media.</p>
6.	<p><b>Facilities</b></p>	
8.	<p>.</p>	
9.	<p>.</p>	

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**TEMPLATE 2 POSITIONS AND RESPONSIBILITIES NEEDED FOR EMERGENCY RELOCATION SITE OPERATIONS**

Successful COOP operations depend upon a solid organizational structure. Examples of key positions include the Chief Judge, Clerk/District Executive/Circuit Executive, US Marshal, Chief Deputy Marshal, etc. This structure will also determine judiciary unit personnel that will be receive training and take part in exercises.

Identify the positions and responsibilities needed for COOP operations at the Emergency Relocation Site location. Modify or add any other necessary positions and responsibilities.

Position	Responsibilities
<i>1. Chief Judge</i>	<ol style="list-style-type: none"> <li>1. Reassignment of operations and functions.</li> <li>2. Panel assignments and delegations of authority</li> </ol>
<i>2. Circuit Executive</i>	<ol style="list-style-type: none"> <li>1. Continue Operations</li> <li>2. Communications</li> <li>3. Coordination of responsibilities among court units and chambers.</li> <li>4. Coordination with USMS, CSO’s/SSO’s, GSA and other agencies as necessary.</li> </ol>
<i>3. Deputy Circuit Executive</i>	<ol style="list-style-type: none"> <li>1.</li> <li>2. SAME AS TWO</li> <li>3.</li> </ol>
<i>4. USMS</i>	<ol style="list-style-type: none"> <li>1. Safety of property and persons.</li> <li>2. Intelligence.</li> <li>3. Deployment of deputies.</li> </ol>
<i>6. Clerk Of Court</i>	<ol style="list-style-type: none"> <li>1. Continue holding court.</li> <li>2. Assign &amp; notify staff.</li> <li>3. Notify attorneys and pro se litigants.</li> </ol>
<i>7. Director of Legal Affairs</i>	<ol style="list-style-type: none"> <li>1. Coordinate with the Clerk on court operations.</li> <li>2. Assign and notify staff.</li> </ol>
<i>8. ACE for Automation</i>	<ol style="list-style-type: none"> <li>1. To ensure that back-up systems are working properly and maintained.</li> <li>2. Assign and notify automation staff.</li> <li>3. Coordinate with Circuit Executive and Deputy Circuit Executive regarding data and telecommunications.</li> </ol>
<i>9. ACE for Space &amp; Facilities</i>	<ol style="list-style-type: none"> <li>1. To assist GSA in locating &amp; securing space.</li> <li>2. Assign &amp; notify staff.</li> <li>3. Coordinate with Circuit Executive and Deputy Circuit Executive regarding space and facilities issues.</li> </ol>
<i>10. Administrative Services Manager</i>	<ol style="list-style-type: none"> <li>1. To ensure that equipment &amp; supplies are available.</li> <li>2. To resume and continue mailroom services.</li> <li>3. To handle ER procurements as directed by the Circuit Executive and the Deputy Circuit Executive.</li> </ol>



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**TEMPLATE NO. 4 EXECUTIVE MANAGEMENT AND IMMEDIATE SUPPORT STAFF LIST**

Identify your executive management and immediate support staff. Provide names, titles, telephone/facsimile numbers, and electronic mail addresses.

Service or Office Name	Name (First & Last Name)	Title	Phone/Fax/Pager*	E-mail
1. Circuit Executive's Office		Circuit Executive		
2. "		Deputy Circuit Executive		
"		Personnel Director		
3. "		Assistant Circuit Executive for Public Affairs		
4. "		Assistant Circuit Executive for Automation		
5. "		Assistant Circuit Executive for Space and Facilities		
6. "		Administrative Services Manager		
7. "		Executive Coordinator		
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				

\*Include alternate numbers other than office phone

COURT ELEMENT (Indicate COURTS or specify court unit \_\_\_\_\_)

**TEMPLATE NO. 5 – ADVANCE TEAM ROSTER**

Advance Team members are the first representatives of the US Court units to arrive at the designated Emergency Relocation Site. The Advance Team's primary responsibility is to coordinate emergency operations with command staff at the Emergency Relocation Site.

Provide a list of the Advance Team members, including the names, titles, telephone/facsimile numbers, and electronic mail addresses.

Service or Office	Name (First & Last)	Title	Phone/Fax/Pager*	E-mail
Circuit Executive Office		Circuit Executive		
Circuit Executive Office		Deputy Circuit Executive		
Circuit Executive Office		Assistant Circuit Executive for Automation		
Circuit Executive Office		Assistant Circuit Executive for Space & Facilities		
Circuit Executive Office		Personnel Director		
Circuit Executive Office		Administrative Services Manager		

\*Include alternate numbers other than main office phone



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**TEMPLATE NO. 7 – OTHER KEY POINTS OF CONTACT**

Have all key points of contact and other stakeholders been identified?  
 Provide a list of these points of contact, including the names, titles/functions, telephone/facsimile numbers, and electronic mail addresses.

Service or Office	Name (First & Last)	Title/Function	Phone/Fax/Pager*	E-mail
Court of Appeals		Chief Judge		
		Senior Active Circuit Judge in residence		
		Chair, USCA		
Court of Appeals		Clerk of Court		
		Director, Legal Affairs		
District Court		Circuit Librarian		
		Chief Judge		
		Chair, SDNY Security Committee		
District Court		Chief Judge		
District Court		District Executive		
		Assistant District Executive		
		Chief Judge		
Court of International Trade		Chief Judge		
Court of International Trade		Clerk of Court		
		Chief Deputy		
U.S. Marshal Service		Supervisory U.S. Marshal		

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<i>GSA</i>		Building Manager		
		Building Manager		
<i>(Office Name)</i>				

\*Include alternate numbers other than main office phone

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**TEMPLATE NO. 10 – VITAL RECORDS**

Identify and briefly describe the vital records necessary to sustain essential functions or information that requires special protective measures in the event of a disruption of operations. **INCLUDE ALL FORMATS PAPER OR ELECTRONIC.** Vital records may include financial, legal, and emergency operating documents. Examples include emergency plans and directives, orders of succession, delegations of authority, staffing assignments, and related records of a policy or procedural nature for emergency operations. Data Collection Sheets (Template 10A and 10B) are provided on the pages to follow.

1. Emergency Occupancy Plan.
2. ER protocol for Courthouse
3. Complete list of home telephone numbers for judges, chambers staff, and court staff.
4. Media contact numbers / E-Mail addresses.
5. Emergency contact numbers for USMS, GSA, A.O.
6. Delegation authority, if necessary.
7. Procurement Records.
8. Accounts Payable.
9. Inventory Records.
10. Budget Records.
11. BOJ Records.

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