



COURT ELEMENT Specify Court Unit: \_\_\_\_\_

**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
	Description		
<i>(Office name)</i>			
<i>(Office name)</i>			
<i>(Office name)</i>			
<i>(Office name)</i>			



COURT ELEMENT Specify Court Unit: \_\_\_\_\_

**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.	.	<i>(Strategy)</i>
2.	.	<i>(Strategy)</i>
3.	.	<i>(Strategy)</i>
4.	.	<i>(Strategy)</i>
5.	.	<i>(Strategy)</i>
6.	.	<i>(Strategy)</i>
7.	.	<i>(Strategy)</i>
8.	.	<i>(Strategy)</i>
9.	.	<i>(Strategy)</i>



COURT ELEMENT Specify Court Unit: \_\_\_\_\_

**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
1.	1. 2. 3.
2.	1. 2. 3.
3.	1. 2. 3.
4.	1. 2. 3.
5.	1. 2. 3.
6.	1. 2. 3.
7.	1. 2. 3.
8.	1. 2. 3.
9.	1. 2. 3.



COURT ELEMENT Specify Court Unit: \_\_\_\_\_

**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.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				
16.				

\*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
<i>(Office Name)</i>				
<i>(Office Name)</i>				
<i>(Office Name)</i>				
<i>(Office Name)</i>				
<i>(Office Name)</i>				
<i>(Office Name)</i>				

\*Include alternate numbers other than main office phone

COURT ELEMENT: Specify Court Unit \_\_\_\_\_

TEMPLATE NO. 6 - EMERGENCY RELOCATION TEAM (ERT) ROSTER

Identify key court unit staff for operations at the Emergency Relocation Site (ERS) location. This list should include the support staff (excluding executive management) necessary to continue minimum essential functions. Provide names, titles, telephone/facsimile numbers, and electronic mail addresses for individual relocation team members.

Name	Title	Phone/Fax/Pager*	E-mail
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			
16.			
17.			
18.			
19.			

\*Include alternate numbers other than office phone

COURT ELEMENT: Specify Court Unit \_\_\_\_\_

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
(Office Name)				
(Office Name)				
(Office Name)				
(Office Name)				
(Office Name)				
(Office Name)				
(Office Name)				
(Office Name)				
(Office Name)				
(Office Name)				

\*Include alternate numbers other than main office phone

COURT ELEMENT: Specify Court Unit \_\_\_\_\_

**TEMPLATE NO. 8 - WARNING, NOTIFICATION AND COMMUNICATIONS PLANS**

When a disaster or emergency has occurred, employees, the public and visitors to judiciary facilities will need to be notified or warned to take life saving action. Likewise after the event has occurred, the restoration of the court facility and how these groups will access those services will need to be communicated. Please detail the present capabilities, verbal, electronic or other systems that the specific court unit has to deliver information to the various groups listed below. Include alarm systems, public address systems, public information officer's plans, websites, closed circuit TV, radio or paper plans designed for these two functions.

	<b>Warning/Notification of Initial incident</b>	<b>Resumption of services/ directions for accessing them</b>
The Public		
Judiciary employees		
Visitors to Court Facilities		
Prisoners in Custody		
Other		



COURT ELEMENT: Specify Court Unit \_\_\_\_\_

TEMPLATE NO.8A IDENTIFICATION OF/EMPLOYEE ACCOUNTABILITY PLANS

If an event or incident interrupts the operations of chambers or the Court facility, the safety of the people in the facility becomes the paramount concern. Once the facility has been affected or evacuated, quickly accounting for as many people as possible will allow emergency responders to focus their rescue efforts. Please list any or all systems or plans for accounting for employees, visitors, suspects in custody and officers of the court that have left the facility in an emergency.

	Plan or system	Office responsible for execution
The Public		
Judiciary employees		
Visitors to Court Facilities		
Prisoners in Custody		
Other		



COURT ELEMENT: Specify Court Unit \_\_\_\_\_

**TEMPLATE NO.9 RELOCATION/ALTERNATE WORK SITE**

Specify if an Emergency Relocation Site(s) has been considered and/or identified for the Court Unit heads and their immediate staff to resume operations in the event of an emergency. Provide a list of locations and capabilities.

Staff Element and/or Business Function	Relocation Site	Description of Site Capabilities (Full/Partial/Minimal)
1.		
2.		
3.		
4. <i>(Priority 1 - Business Function)</i>		
5. <i>(Priority 2 - Business Function)</i>		
6. <i>(Priority 3 - Business Function)</i>		
7. <i>(Priority 4 - Business Function)</i>		
8. <i>(Priority 5 - Business Function)</i>		
9. <i>(Priority 6 - Business Function)</i>		
10. <i>(Other Services and Offices)</i>		



COURT ELEMENT: Specify Court Unit \_\_\_\_\_

**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.







COURT ELEMENT: Specify Court Unit \_\_\_\_\_

**TEMPLATE NO. 11 - SPECIAL COMMUNICATION NEEDS AND REQUIREMENTS**

Provide special communication needs and requirements in order to maintain information access at the Emergency Relocation Site (ERS). These requirements may include special voice, fax, data or video needs, and/or Internet/Intranet and e-mail connectivity at the alternate relocation site in the event of disruption of operations. Consider access to other data and systems necessary to conduct essential activities and functions.

Staff Element	Requirement	Point of Contact
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		

COURT ELEMENT: Specify Court Unit \_\_\_\_\_

**TEMPLATE NO. 12 COOP PLAN ACTIVATION & NOTIFICATION REQUIREMENTS**

Provide the procedures for plan activation and relocation during the first 12 hours of an emergency that describes the process for moving essential staff, files, and equipment to an Emergency Relocation Site (ERS) as well as commencing minimum essential operations.

Emergency Level	Type of Events	COOP Plan Activation Authority	Notification Method
<i>(Local Emergency)</i>	<i>(Fire, attack within the Court facility only, etc.)</i>	<i>(Name &amp; Title)</i>	<i>(Telephone tree)</i>
		<i>(Describe Trigger (s) that activates plan)</i>	<i>(Agency specific announcement)</i>
<i>(Regional or National Emergency)</i>	<i>(Hurricane, snow, flood or other localized disasters)</i>	<i>(Name &amp; Title)</i>	<i>(Telephone tree)</i>
		<i>(Describe Trigger(s) that activates plan – automatically activated 4 hours after the President declares an emergency)</i>	<i>(Medial announcement addressing Federal government activities and directing Federal employees to report to alternate emergency work locations)</i>
<i>(National Security Emergency)</i>	<i>(Terrorist use of weapons of mass destruction)</i>	<i>(Name &amp; Title)</i>	<i>(Telephone tree)</i>
		<i>(Describe Trigger(s) that activates plan – automatically activated when employees are unable to communicate with their supervisors within 4 hours after the President declares an emergency)</i>	<i>(Medial announcement addressing Federal government activities, if available. If unavailable, activation is automatic after 4 hours.)</i>
<i>(Other Emergency)</i>		<i>(Name &amp; Title)</i>	<i>(Telephone tree)</i>
		<i>(Describe Trigger(s) that activates plan)</i>	



COURT ELEMENT: Specify Court Unit \_\_\_\_\_

**TEMPLATE NO. 12A ADDITIONAL ACTIVATION & NOTIFICATION REQUIREMENTS**

The emergency coordinator should be responsible for initiating the COOP plan recall and notification plan when authorized by the Court Unit. Provide the key personnel the emergency coordinator that will be notified in the event of an emergency (in priority order). For each key person, identify his or her notification assignments to ensure timely completion of the notification process.

Contact	Duty and Alternate Phone Number (s)	Notification Tree	Comments
	<i>(Duty #)</i> <i>(Alternate #)</i>		
	<i>(Duty #)</i> <i>(Alternate #)</i>	<i>(Notification assignments)</i>	
	<i>(Duty #)</i> <i>(Alternate #)</i>	<i>(Notification assignments)</i>	
	<i>(Duty #)</i> <i>(Alternate #)</i>	<i>(Notification assignments)</i>	
	<i>(Duty #)</i> <i>(Alternate #)</i>	<i>(Notification assignments)</i>	
	<i>(Duty #)</i> <i>(Alternate #)</i>	<i>(Notification assignments)</i>	
	<i>(Duty #)</i> <i>(Alternate #)</i>	<i>(Notification assignments)</i>	
	<i>(Duty #)</i> <i>(Alternate #)</i>	<i>(Notification assignments)</i>	



COURT ELEMENT: Specify Court Unit \_\_\_\_\_

**TEMPLATE NO. 13 – ORDER OF SUCCESSION AND DELEGATION OF AUTHORITIES**

Essential Court functions must proceed without interruption regardless of the availability of any individual. Federal guidance requires an order of succession of key leadership positions (i.e., court units should delineate successors for positions such as Chief Judge, Judges, Clerk/District Executive/Circuit Executive, etc.).

Federal guidance recommends establishment of delegation of emergency authority plans and ensure the officials expected to assume authorities receive training for carrying out their duties. Using this guidance, if these individuals are unable to fill their responsibilities and are unable to communicate with delegates for 12 hours, authority should be delegated to continue these *minimum* essential functions. For each key leadership position, identify his or her area of responsibility and to whom the authority is delegated.

Area of responsibility	Authority delegated to	Comments
(Service name)		
(Service name)		
(Service name)		
(Service name)		
(Service name)		
(Service name)		

