

SAMPLE CONTENTS OF AN OFFICE SECURITY BOOK

Judicial Office Safety and Security Book

An office emergency plan provides:

- C Basic information about safety and the security features and resources within the court facility and the office environment.
- C A single source of information for safety and security matters.
- C Documentation of safety and security training and information dissemination.

Recommended format:

1. A easily identified three ring binder is the most convenient holder for the plan. Emergency information contained solely on computer disks may not be easily accessible. Hard copies, maintained at employee desks, are recommended.
2. Partitions for each section will assist in finding specific information quickly.
3. Pages may be numbered within each section. This will be more convenient than numbering pages consecutively, which will require re-numbering when there are changes.

Sections

Introduction and Overview

Requirements for Maintenance of Safety and Security Book

Scheduled reviews to ensure accuracy and completeness

I. Building Safety and Security Systems

Security personnel and functions

Contact Names and Numbers

Building managers

Functions

Contact Names and Numbers

Sample contents of an office security book, cont.

II. Building Emergency Plans and Procedures

- Site Specific Plan
- Threat Forms and Instructions
- Reporting Suspicious Persons/Incident

III. Office Emergency Information

- Employee Names, Contact Numbers, Medical Information
- Office Emergency Plans
- After-Hours Emergencies
- Incident in Courtroom
- Incident in Court Office
- Incident Outside In Court Facility
- Incident Outside of Court Building
- Suspicious Packages or Mail
- Package or Mail With Dangerous Contents
- Duress Codes
- Evacuation Responsibilities
 - Notification procedures
 - Handicapped Assistance
 - Visitor Assistance
 - Securing the Office and Special Material

IV. Courtroom and Office Equipment Security

- Computer Security
- Security Screening Equipment
- Doors/Windows
- Duress Alarms

V. Courtroom Safety and Security

- Courtroom Access
- Courtroom Incident
- Judicial Officer Safety
- Evacuation Procedures
 - Court Staff Responsibilities to Assist

VI. (Other material as determined by the court staff and security personnel)