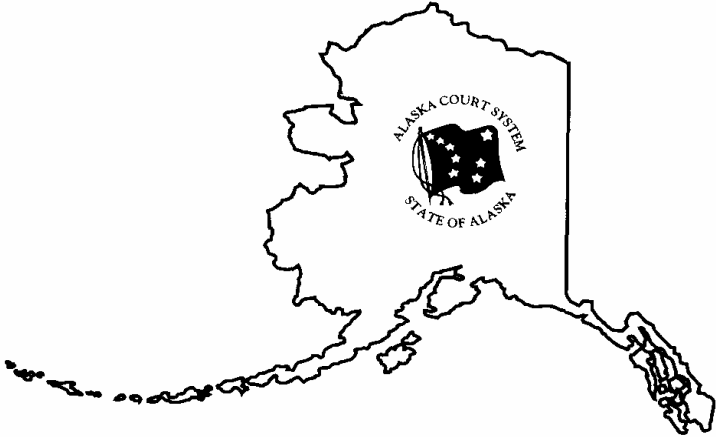


ALASKA COURT SYSTEM

**CONTINUITY OF OPERATIONS PLAN**



Adopted October 2007



# TABLE OF CONTENTS

<b>FORWARD</b> .....	<b>1</b>
<b>EXECUTIVE SUMMARY</b> .....	<b>3</b>
<b>SECTION I: INTRODUCTION</b> .....	<b>5</b>
I-1    Purpose.....	5
I-2    Applicability and Scope .....	5
I-3    Essential Functions .....	5
I-4    Authorities and References.....	5
I-5    Management of Emergencies .....	6
I-6    Hazards.....	6
I-7    Training & Institutionalization of COOP.....	7
<b>SECTION II: CONCEPT OF OPERATIONS</b> .....	<b>9</b>
II-1    Objectives .....	9
II-2    Planning Considerations and Assumptions .....	9
II-3    COOP Implementation.....	10
II-4    Emergency Response Staff .....	11
II-5    Direction and Control .....	12
II-6    Operational and Work Hours.....	12
II-7    Alert and Notification .....	12
<b>SECTION III: RESPONSIBILITIES OF CONTINUATION OF OPERATIONS PLAN           ("COOP") PERSONNEL</b> .....	<b>13</b>
III-1    COOP Personnel .....	13
III-2    Personnel Coordination.....	13
III-3    Court Records and Databases.....	14
III-4    Local Emergency Response Kit ("LERK") .....	14
III-5    Telecommunications and Information Systems Support .....	14
III-6    Security and Access Controls .....	15
<b>SECTION IV: COOP ACTIVATION</b> .....	<b>17</b>
IV-1    Alert and Notification .....	17
IV-2    Implementation.....	18
IV-3    Implementation Procedures .....	18
IV-4    Transition to Alternate Local Facility .....	19
IV-6    Transfer to an Alternate Court Location .....	19
<b>SECTION V: DEACTIVATION OF COOP AND RESUMPTION OF NORMAL           OPERATIONS</b> .....	<b>21</b>
V-1    EMT Recommendation .....	21
V-2    Implementation.....	21
V-3    After-Action Review.....	21

**SECTION VI: PLAN DISSEMINATION, TRAINING, TESTING & MAINTENANCE.....23**

- VI-1 Dissemination.....23
- VI-2 Training.....23
- VI-3 Annual Testing Requirements.....23
- VI-4 Annual Maintenance of Plan .....23

**Appendix A – Emergency Preparedness Planning .....25**

**Appendix B – Implementation Process Diagram .....27**

**Appendix C – Essential Functions .....29**

**Appendix D – Lines of Succession .....31**

**Appendix E – Emergency Order Templates .....33**

**Appendix F – Emergency Agency Contact List.....35**

**Emergency Local Contact List.....36**

**Appendix G – Local Emergency Response Plan.....37**

**Appendix H – List of Critical Forms .....45**

**Appendix I – Employee Contact Information.....49**

**Appendix J – Family Disaster Plan.....51**

**Appendix K – Table Exercise Guide.....57**

**Appendix L – Hazards Description (excerpt from AK ERP) .....59**

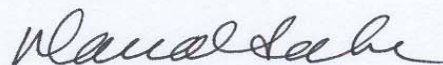
**Appendix M – Other Resources.....63**

**Appendix N – Glossary of Terms and Acronyms.....65**

## FOREWORD

The Alaska Court System has an obligation to ensure the safety of our employees and to serve our customers in the event of a disaster. Earthquakes, floods, fires, and even pandemics or terrorist threats may result in the closure of court facilities in a single location or over a broader area. This Continuity of Operations Plan provides a framework so that each court location can prepare a plan to continue its essential functions in the event of an emergency.

On behalf of all court employees, I thank the members of the Emergency Response Planning Committee who developed this fine resource. I urge each local court to review it promptly and carefully and to begin developing a local emergency response plan.



Dana Fabe, Chief Justice  
Alaska Supreme Court



## **EXECUTIVE SUMMARY**

### **Introduction**

This Continuity of Operations Plan (COOP) has been developed to document tasks, support, and materials needed should a disaster situation impact any Alaska court location. The plan takes effect when a court location is unable to perform normal operations for more than 48 hours as a result of an event or a credible threat of an event. It is intended to reduce confusion created during a disaster and provide a framework for restoration of the court's essential functions. It is designed to protect the safety of court employees and users, safeguard court records and other property, and allow essential functions to continue.

### **Plan Scope**

This COOP applies to all Alaska court locations and personnel.

### **Plan Approach**

This COOP details the steps that must be taken upon receipt of information regarding an emergency that affects court operations. It defines the personnel who will assess the situation, make decisions about implementation of the COOP and local emergency response plans, plan for ongoing operations, and deactivate the COOP.

The COOP anticipates that some emergency situations will require moving operations to an alternate facility in the same community, while others may necessitate moving essential functions to an alternate court location in a different community. The COOP guides the decision-makers as they determine where and how essential court functions will take place. It guides communication with court employees and the public, and integration with federal, state, and local governmental agencies and private entities.

In addition, the COOP provides templates and additional information to assist local courts in developing local emergency response plans. It addresses the ongoing need to maintain and update local and statewide emergency plans, and train employees in emergency procedures.



## **SECTION I: INTRODUCTION**

### **I-1 Purpose**

This Continuity of Operations Plan (COOP) establishes policy and guidance to ensure the continuation of essential functions of the Alaska Court System (ACS) in the event of an emergency that requires relocating selected personnel and functions of any Alaska court. Specifically, this plan is designed to:

- a. Protect the safety of ACS employees and users;
- b. Safeguard court records and other property; and
- c. Allow essential functions to continue.

### **I-2 Applicability and Scope**

- a. This COOP is applicable to all ACS locations.
- b. Support from other state agencies and local governments as described herein will be coordinated as appropriate.

### **I-3 Essential Functions**

- a. Emergency proceedings in the trial courts for criminal, civil, probate, and children's matters;
- b. Emergency appeals;
- c. Emergency rule making; and
- d. Critical administrative functions.

### **I-4 Authorities and References**

- a. This COOP was developed and adopted pursuant to the following authority:
  1. Alaska Constitution Article IV section 15: "The supreme court shall make and promulgate rules governing the administration of all courts."
  2. Alaska Constitution Article IV section 16: "The chief justice of the supreme court shall be the administrative head of all courts. The chief justice shall, with the approval of the supreme court, appoint an administrative director to serve at the pleasure of the supreme court and to supervise the administrative operations of the judicial system."
  3. Alaska Statute 22.05.025(a)(1)(A): "The supreme court has authority over all matters relating to the maintenance, occupancy, and operation of all court facilities."

4. Administrative Rule 1(a) of the Alaska Rules of Court: "There shall be an administrative director of courts who shall, under policy guidelines provided by the supreme court, supervise the administrative operation of the judicial system."
- c. The following additional references may be helpful in specific emergency situations:
  1. Alaska Statute 22.05.030;
  2. Administrative Rules 22, 23, 24, 26, 26.5, 44(l), and 46;
  3. Administrative Bulletins 26, 49, 51, 60, and 71; and
  4. Alaska Court System Procurement Guidelines 2-208.

## **I-5 Management of Emergencies**

- a. The Chief Justice or the Administrative Director will make policy decisions including the following:
  1. declaration of an emergency requiring implementation of any aspect of the COOP;
  2. assignment of personnel to the Emergency Management Team (EMT) that will be responsible for court operations during the specific emergency and designation of the Emergency Team Leader (ETL); and
  3. deactivation of the COOP and resumption of normal operations.
- b. The EMT includes personnel designated by the Chief Justice or the Administrative Director. The EMT will normally include the ACA and/or Appellate Clerk, the Presiding Judge, the Clerk of Court of the affected court and any alternate court location, the Facilities Manager, the Human Resources Director, the Manager of Fiscal Operations, the Chief Technology Officer, and others assigned by the Chief Justice or the Administrative Director. Among other duties, the EMT will:
  1. advise and consult with the Chief Justice and the Administrative Director;
  2. upon implementation of the COOP, confirm or redesignate Emergency Response Staff;
  3. make decisions relating to court operations at the affected court and the alternate facility during the emergency;
  4. communicate with court staff, other agencies, and the public regarding all aspects of court operations during the emergency;
  5. make a recommendation to the Chief Justice and Administrative Director regarding the resumption of normal operations; and
  6. perform the After-Action Review outlined in Section VI-3.

## **I-6 Hazards**

Alaska is subject to many and varied hazards that may create the need to activate local and state emergency response plans. Possible hazards include extreme cold weather,

wind, snow, fire, flood, earthquake, volcano, tsunami, landslide or avalanche, military or terrorist attack, and pandemic. See Appendix I for more detailed descriptions.

## **I-7 Training & Institutionalization of COOP**

- a. The Emergency Response Planning Committee (ERPC) includes personnel designated by the Administrative Director will:
  1. develop, revise, and maintain this COOP;
  2. conduct training on the COOP and other emergency procedures adopted by the ACS;
  3. work with local courts to ensure compliance with the COOP;
  4. monitor local court preparation and maintenance of local emergency response plans, including evacuation plans, personnel rosters, and phone trees;
  5. develop forms and training materials for local court use in emergency planning;
  6. identify possible alternate local facilities for each court location, and identify and evaluate preparedness of alternate court locations for each court location;
  7. ensure the ACS has adequate statewide administrative and technical infrastructure to support designated alternate court facilities;
  8. annually review the statewide COOP and local emergency procedures;
  9. direct and monitor annual testing by local courts of emergency plans; and
  10. annually work with at least one local court to perform a mock emergency scenario to test the effectiveness of the COOP, the local emergency response plan, and any applicable community and state emergency response plans.
- b. The ERPC will coordinate emergency planning with all agencies identified in Appendix J.
- c. The ERPC will provide the COOP and local emergency response plans to all appropriate entities.
- d. See Section VI for more details regarding training, testing, and maintenance of the COOP.



## **SECTION II: CONCEPT OF OPERATIONS**

### **II-1 Objectives**

The purpose of this Continuation of Operations Plan (COOP) is to ensure continued essential court functions across a wide range of potential emergencies, specifically when a court facility is either threatened or inaccessible. The objectives of this plan are to:

- a. Ensure the continuous performance of a court's essential functions/operations during an emergency;
- b. Protect essential facilities, equipment, records, and other assets;
- c. Reduce or mitigate disruptions to operations;
- d. Avoid injury, loss of life and minimize property damage;
- e. Identify and designate an Emergency Management Team (EMT) and essential staff;
- f. Facilitate decision-making for execution of the COOP and the subsequent conduct of essential functions;
- g. Achieve a timely and orderly recovery from the emergency and resumption of normal operations;
- h. Assist employees in the development of personal disaster response and recovery plans; and
- i. Institutionalize emergency preparedness.

### **II-2 Planning Considerations and Assumptions**

- a. In accordance with emergency management principles, this COOP, and local and statewide emergency response plans:
  1. Must be maintained at a high level of readiness;
  2. Must be capable of implementation both with and without warning;
  3. Must be capable of implementation within three hours after activation;
  4. Must maintain sustained operations for up to 30 days; and
  5. Should take maximum advantage of existing state, federal and/or local government infrastructures and emergency response plans.
- b. The following assumptions were used as a basis of design for the Plan's concept of operations and implementation procedures:

1. This COOP is designed to provide a flexible response to all hazards. The degree to which this COOP is implemented depends on the type and magnitude of the event or threat, the amount of warning received, the availability of court personnel and the extent of damage to court facilities and the community or region.
2. All Alaska Court System (ACS) personnel, particularly EMT members and those designated as essential staff during an emergency, will have personal disaster response and recovery plans in place.
3. An alternate court location in another community will be designated for each court location.
4. An alternate local facility, in the same community, will be identified for each court location.
5. A training plan will be in place and a test will be conducted each year for each court site.
6. COOP will not be activated unless emergency recovery is expected to exceed 48 hours.
7. Telephones and cell phones may be either inoperative or circuits saturated. Communication systems/methods such as Internet and email may be degraded or inoperative.
8. During an emergency a priority for employees will be safety of family members and protection of their property.
9. It is expected that, in many cases, the court system will receive a warning of at least a few hours prior to an incident. Under these circumstances, the process of activation would normally enable the partial, limited, or full activation of the EMT, this COOP and the State Emergency Response Plan (SERP) or Local Emergency Response Plan (LERP) including a complete and orderly notification of all personnel.
10. Without warning, the process becomes less routine, and potentially more serious and difficult. The ability to execute the ACS COOP or the local court Emergency Response Plan (ERP) following an incident that occurs with little or no warning will depend on the severity of the incident's impact.
11. The Clerk of Court will develop and maintain each court location LERP (see appendix G) and portable emergency response kit.

### **II-3 COOP Implementation**

- a. Emergencies, or potential emergencies, may affect the ability of the ACS to perform its essential functions from court facilities in one, some or all locations in Alaska. The following are scenarios that could mandate the activation of this ACS COOP:
  1. A court location is unable to perform normal operations as a result of an event or credible threat of an event.
  2. A community is closed to normal business activities as a result of an actual or threatened widespread utility failure, natural disaster, significant hazardous material incident, civil disturbance, public health, emergency or terrorist or military attack. Under this scenario there could be uncertainty regarding whether additional events such as secondary explosions or cascading utility failures could occur.

- b. In an event so severe that normal operations are interrupted, or if such an incident appears imminent and it would be prudent to evacuate any court location or community, the Chief Justice or Administrative Director may activate this ACS COOP, appoint the EMT, and designate the Emergency Team Leader (ETL).
- c. The EMT will gather at a location designated by the ETL. The EMT will activate either the alternate local facility (see appendix) or alternate court location as appropriate for the emergency occurrence. The EMT will ensure the essential functions of the affected court location are maintained until full operations are re-established.
- d. The EMT may consult with personnel from appropriate federal, state, other local agencies or private entities. Local court personnel will serve as the on-site assessment team to deliver information to the EMT concerning conditions at the facility and in the community. The EMT will be responsible to ensure essential functions of the local court resume within 48 hours and function until resumption of normal operations.
- e. Once COOP is activated court staff are to await instructions from the EMT.
- f. Accounting for personnel throughout all phases of emergencies, including COOP activation, is of utmost concern, especially if the emergency occurs without warning, during duty hours. State and local ERPs should provide for such accountability.
- g. FEMA's Disaster Magnitude Classification definitions may affect the ACS emergency response. These levels of disaster are defined as:
  1. **Minor Disaster:** Any disaster that is likely to be within the response capabilities of local government and results in only minimal need for state or federal assistance.
  2. **Major Disaster:** Any disaster that will likely exceed local capabilities and require a broad range of state and federal assistance. The Governor's Office is responsible to notify the Federal Emergency Management Agency (FEMA). Potential federal assistance will be predominantly recovery-oriented.
  3. **Catastrophic Disaster:** Any disaster that will require massive state and federal assistance, including immediate military involvement. Federal assistance will involve response as well as recovery needs.
- h. Upon activation of this COOP the EMT will designate emergency response staff and associated work location.

#### **II-4 Emergency Response Staff**

- a. In most situations emergency response staff will be comprised of volunteers. A "liberal leave" policy will apply and employees who choose not to report to work will be permitted to use personal leave.
- b. Emergency response staff necessary to perform the essential functions of the affected court location will be advised to report to either the alternate court

location or alternate local facility. The EMT will provide instructions for resumption of essential functions. Employees of the affected court facility should not report to work until instructed to do so by the EMT.

- c. Local court staff who are not designated emergency response staff may be directed to move to other facilities or duty stations, or may be advised to remain at or return home pending further instructions.

## **II-5 Direction and Control**

Lines of succession shall be developed and maintained for the Chief Justice and Administrative Director to a minimum depth of three.

## **II-6 Operational and Work Hours**

- a. During COOP activation, members of the EMT, the emergency response staff for the affected alternate court location and local staff should be prepared to support a 24-hour-per-day, 7 day-per-week operation.
- b. During COOP activation, the EMT will establish hours of operation for affected court location(s).
- c. During COOP activation, the EMT will determine hours of work for all affected court staff.

## **II-7 Alert and Notification**

As part of its LERP, each court location, the Appellate Courts and the Administrative Office will have an alert and notify process, maintain a phone tree and have instructions for media announcements.

## **SECTION III: RESPONSIBILITIES OF CONTINUATY OF OPERATIONS PLAN (“COOP”) PERSONNEL**

### **III-I COOP Personnel**

It is anticipated that the following individuals will have responsibilities related to the declaration of an emergency and activation of the COOP:

- a. Chief Justice or Administrative Director;
- b. Presiding Judge for the affected court location;
- c. Area Court Administrator (“ACA”) for the affected court location;
- d. Emergency Team Leader (“ETL,” see Appendix H);
- e. Emergency Management Team (“EMT,” see Appendix H);
- f. Emergency Response Planning Committee (“ERPC,” see Appendix H);
- g. Clerk of Court of affected court location and any alternate court location;
- h. Emergency response staff of affected court location and any alternate court location;
- i. Public Information Officer; and
- j. Webmaster

### **III-2 Personnel Coordination**

- a. During activation of the COOP, the EMT will have sole responsibility to direct the assignment and duties of the staff of the affected court location and any alternate court location.
- b. Emergency response staff should report to work as directed by the EMT.
- c. The EMT may reassign emergency response staff and recall additional staff to augment court operations.
- d. During COOP activation, all court staff will be provided regular information. The EMT will provide and disseminate current information via available methods such as direct contact, phone, e-mail, radio or television announcements, or court website system.

### **III-3 Court Records and Databases**

- a. The protection of court records, regardless of media type, is an essential court function. If the situation allows staff to do so safely, it is important during an emergency to preserve court records.
- b. Immediately after identification of an emergency, local staff, after consultation with the ACA, will take appropriate action to protect court records and databases.
- c. Court records and databases may include, in priority order for preservation:
  1. Local Emergency Response Plan (“LERP,” a copy should be included in the Local Emergency Response Kit described in Section III-4 below)
  2. Personnel rosters and contact information (a copy should be included in the Local Emergency Response Kit (LERK) described in Section III-4 below)
  3. Audio recordings
  4. Case management data base
  5. Paper case files
  6. Exhibits
  7. Necessary administrative files
- d. Preservation could mean physical removal taking step to protect within the facility to reduce likelihood and degree of damage.

### **III-4 Local Emergency Response Kit (“LERK”)**

- a. The Clerk of Court will maintain each court’s LERK and ensure it is readily available in case of an emergency.
- b. The kit will contain:
  1. The LERP, personnel roster, and contact information;
  2. Tape recorder, tapes, and batteries;
  3. Rules of Court (prior year’s copy);
  4. Alaska Criminal and Traffic Law Manual (prior year’s copy);
  5. Alaska Children and Family Law Manual (prior year’s copy);
  6. Essential forms, see Appendix H; and
  7. Basic office supplies, see Appendix \_\_\_.

### **III-5 Telecommunications and Information Systems Support**

When the COOP is activated, the EMT will direct Information Services (IS) staff with regard to the affected court and alternate location. In general, IS priorities in response to COOP activation will be:

- a. To establish and maintain communications systems;
- b. To protect and restore access to electronic court records;

- c. To support restoration of essential functions for the affected court location; and
- d. To support restoration of normal court operations at the affected court location, alternate local facility, or alternate court location.

### **III-6 Security and Access Controls**

The protection of court property and the provision of safe access to court facilities is an essential function.

- a. The ERPC will ensure that the LERP for each court location is prepared and updated at least annually.
- b. After a COOP activation, the EMT will ensure that all reasonable steps are taken to secure the affected court facility.
- c. The EMT will ensure all reasonable security and access controls are provided at the alternate court facility.
- d. The EMT will work with the Department of Public Safety to ensure procedures are in place for the secure transportation of inmates or to conduct hearings at or from the local holding facility.



## SECTION IV: COOP ACTIVATION

### IV-1 Alert and Notification

- a. Each court and administrative office shall designate an employee (judicial officer, Clerk of Court, ACA or administrative supervisor) to be the facility Emergency Closure Employee (ECE), along with an alternate. This person should be familiar with contents of Administrative Bulletin 60 and Appendix A. If the governor or head of local government closes state or local offices or if the ECE has reason to believe there is an emergency that warrants closing a court facility, whatever the potential duration, the ECE shall contact the person listed below to determine if the court or office will be closed:
  - i. For the trial courts, contact the ACA, the ACA's designee, or in their absence, the Presiding Judge.
  - ii. For the appellate courts, contact the Clerk of the Appellate Court, or in his/her absence, the Chief Deputy Clerk.
  - iii. For Administration, contact the Deputy Director or in his/her absence the Fiscal Officer.
- b. In the event that an emergency arises outside of regular business hours, the ECE shall call for authorization no later than 7 a.m.
- c. If the emergency occurs during work hours, take action appropriate to the situation, such as evacuate the building.
- d. The ACA, Clerk of the Appellate Court, or Deputy Director shall contact the Administrative Director for authorization to close or partially close a court. Closure can be authorized only by the Administrative Director or his/her designee in consultation with the Chief Justice and his/her designee. If it appears that the closure will extend beyond 48 hours, activation of the COOP should also be requested.
- e. If the duration of the facility closure is likely to be less than 48 hours, the emergency closure protocol in Administrative Bulletin 60 shall be followed.
- f. Upon receipt of information regarding an emergency, the Administrative Director or Chief Justice will decide if the COOP should be activated. If warranted, the Chief Justice or Administrative Director will appoint the Emergency Management Team (EMT) and designate the Emergency Team Leader (ETL). The ETL will convene the EMT.
- g. After initial assessment, the EMT will recommend an appropriate response which may include relocation of court operations to an alternate local facility, closure of a court and transfer of essential functions to another court, or other actions in response to the emergency.
- h. Employees are to be notified according to the Local Emergency Response Plan (LERP).

## **IV-2 Implementation**

- a. Following COOP activation, the EMT will notify court staff, other government agencies, and the public of the emergency and the actions taken in response to the situation.
- b. In consultation with affected court officials, the EMT will assess the ability and capability of staff, facilities, information systems, and local services to support essential court functions.
- c. The EMT may arrange for the relocation of the affected court to an alternate local facility and direct staff to commence relocation.
- d. The EMT may direct staff of the alternate court location to assume responsibility for essential court functions from the affected court.
- e. The EMT will provide periodic updates to the Administrative Director and Chief Justice.
- f. The EMT will provide regular updates to court personnel, government agencies, and the public of the emergency, the response, and the expected duration.

## **IV-3 Implementation Procedures**

- a. When the COOP is activated, the EMT will:
  1. Work with affected court staff to determine how best to maintain essential court functions
  2. Assess the condition of court facilities and the ability of staff to safely occupy the building.
  3. Assess the condition of local transportation infrastructure and the ability of staff to safely return home.
  4. Determine if non-essential staff will be released from duty.
  5. Determine if essential staff will be relocated or released from duty.
  6. Instruct affected court supervisors to initiate their respective emergency notification procedures.
  7. Notify affected staff of the emergency and provide information regarding further operation of the court. The notification should advise employees of the expected method of communication and the frequency of updates regarding court operations.
  8. Receive from local court officials the results of the notification, including a list of individuals not contacted.
  9. Ensure the tasks in Sections IV - 1 and 2, Assessment and Activation, are completed in their entirety.
- b. When an emergency event occurs staff of the affected court facility will:
  1. If necessary, evacuate the affected court facility and initiate the local

- emergency plan. Designate a staff member to take the Local Emergency Response Kit (LERK).
2. If circumstances permit, take steps to preserve vital court records to a secure storage location. (See Section III-3)
  3. To the extent possible, maintain contact with the EMT and local essential staff.
  4. Prepare to transfer essential functions to the designated alternate facility when instructed to do so by the EMT.
  5. Follow all other instructions given by the EMT.

#### **IV-4 Transition to Alternate Local Facility**

If the EMT determines use of an alternate local facility is appropriate, the following procedures will apply:

- a. The EMT will order the cessation of operations at the affected court facility.
- b. The EMT will instruct local staff to move court resources necessary to support essential functions to the alternate local facility.
- c. The local court will notify the EMT when the relocation is complete.
- d. Under direction of the EMT, local law enforcement, criminal justice, and other government agencies will be notified of the relocation of essential functions.
- e. Under direction of the EMT, the public, news media, vendors, and other service providers will be notified of the relocation of essential functions.

#### **IV-6 Transfer to an Alternate Court Location**

If the EMT determines essential functions can best be provided by an alternate court location, the following procedures will apply:

- a. The EMT will order the partial or complete closure of the affected court and transfer of some or all essential functions to an alternate court location.
- b. The staff of the alternate court location will assume responsibility for essential functions as directed by the EMT.
- c. The EMT may direct the alternate court location to suspend normal operations to accommodate essential functions of the affected court location.
- d. Under direction of the EMT, local law enforcement, criminal justice, and government agencies will be notified of the court closure and transfer of essential functions.
- e. Under direction of the EMT, the public, news media, vendors, and other service providers will be notified of the court closure and transfer of essential functions.



## **SECTION V: DEACTIVATION OF COOP AND RESUMPTION OF NORMAL OPERATIONS**

### **V-1 EMT Recommendation**

Within 30 days of COOP deactivation, the Emergency Management Team (EMT) shall recommend to the Chief Justice or Administrative Director one or a combination of the following options:

- a. Continue to perform limited operations at a local facility and permanently transfer other operations to another court location;
- b. Begin an orderly return to the affected court facility and resume normal operations;
- c. Establish normal operations in a replacement court facility; or
- d. Close the affected court location.

### **V-2 Implementation**

The Chief Justice or Administrative Director will adopt or modify the EMT recommendation. The EMT will:

- a. Oversee the orderly transition of all court functions, personnel, equipment, and records from the alternate local facility or the alternate court location to a new or restored court facility.
- b. Arrange for appropriate security, safety, and health assessments prior to returning to the affected court facility or relocating to a replacement court facility.
- c. Direct any staff remaining at an alternate facility to transfer essential functions and resume normal or limited operations when necessary equipment and records are in place at the new or restored court facility,

### **V-3 After-Action Review**

- a. The EMT will collect and evaluate and submit a report to the Chief Justice, the Administrative Director, and the Emergency Response Planning Committee (ERPC) within two weeks of COOP deactivation.
- b. The ERPC will review the report and may recommend appropriate action.



## **SECTION VI: PLAN DISSEMINATION, TRAINING, TESTING & MAINTENANCE**

### **VI-1 Dissemination**

- a. The Emergency Response Planning Committee (ERPC) will distribute this Continuation of Operations Plan (COOP) to Alaska Court System (ACS) staff.
- b. The Clerks of Court and other designated managers will train and test at their court location, and assemble and maintain a Local Emergency Response Kit (LERK) that complies with guidelines in Section III-4.

### **VI-2 Training**

- a. The ERPC will develop training materials for use at the following venues:
  1. annual judicial, magistrate and clerks of court conferences;
  2. annual emergency response awareness refresher course for all employees; and
  3. new supervisor training program.
- b. The ERPC will develop information for the new employee orientation packet.

### **VI-3 Annual Requirements for Testing**

- a. Each court location will perform an annual evacuation drill. Consider scheduling this in fall or spring associated with daylight savings time change.
- b. Test duress alarms at least twice yearly. Report any malfunction to Information Services.
- c. The ERPC will develop tabletop exercise scenarios and guide annual training.
- d. The ERPC will select a court location annually to conduct a tabletop exercise.

### **VI-4 Annual Requirements for Maintenance of Plan**

- a. Clerks of Court and designated managers shall submit their LERP annually, by April 1, to the ERPC for review. The ERPC will establish a schedule for submittal.
- b. Clerks of Court will annually check contents of their LERP, and replace batteries, forms, rules, and manuals.
- c. The ERPC will annually update the list of alternate court locations and local alternate facilities, and check with other agencies to confirm procedures as necessary.

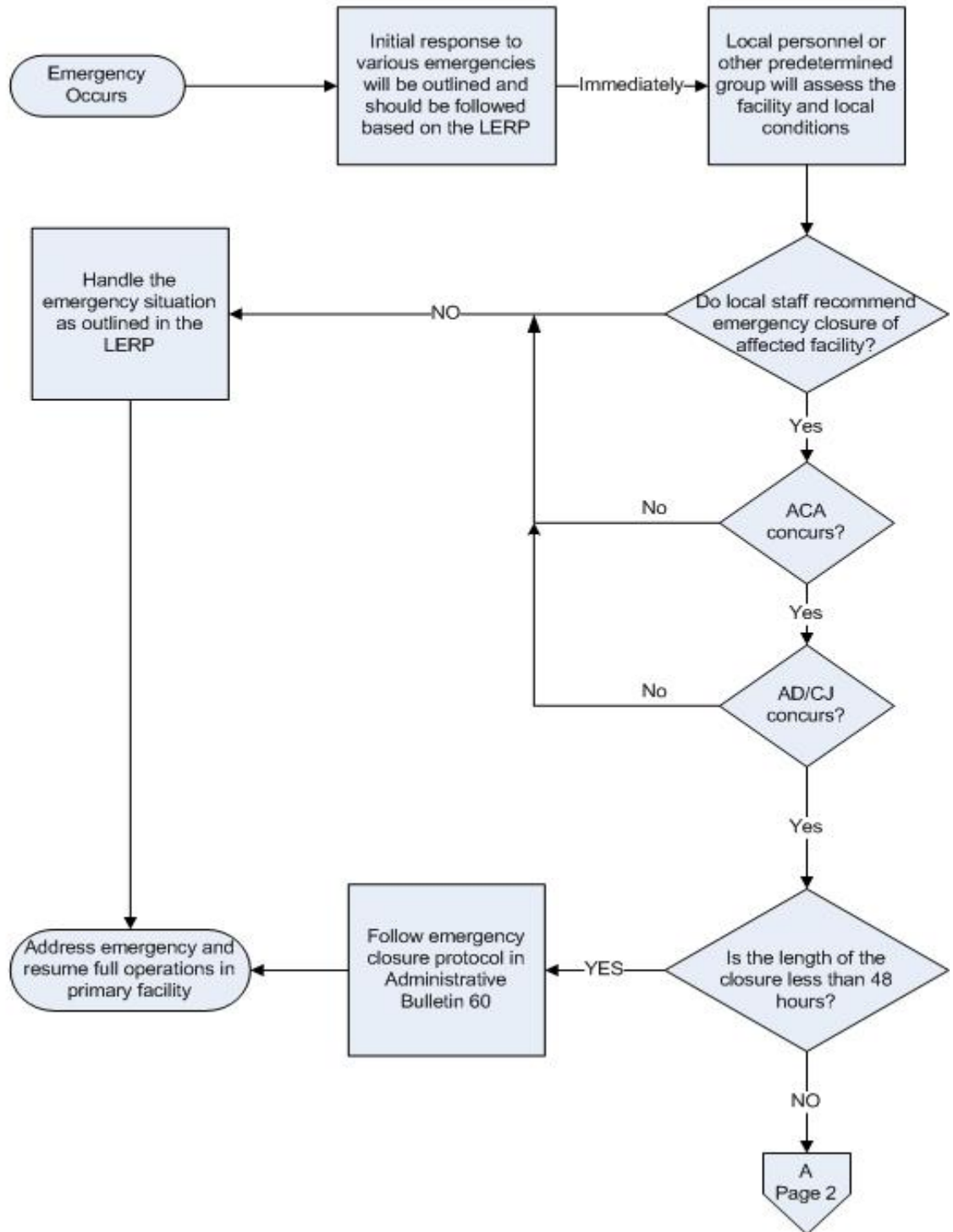
- d. The ERPC will advise the Chief Justice and the Administrative Director of the annual review and any updates to the information.
- e. The ERPC will revise the COOP annually and distribute the updated version.
- f. Twice yearly, minimum, update personnel roster and distribute this contact info.

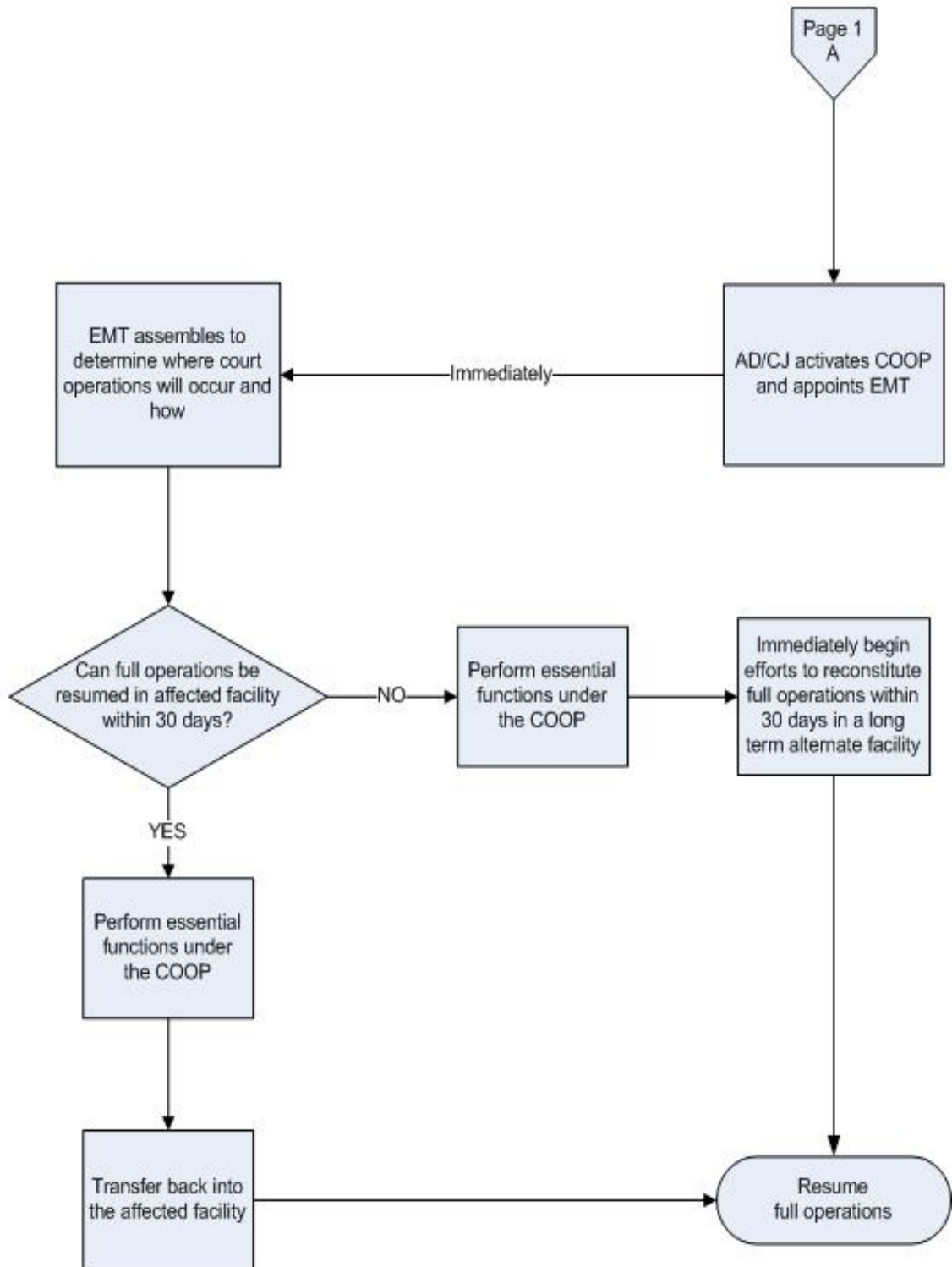
## **Appendix A – Emergency Preparedness Planning**



# Appendix B – Implementation Process Diagram

Appendix B – Implementation Process Diagram





## Appendix C – Essential Functions

Agency Function	Activities and Tasks	Is this function essential?	Priority of Function?	Recovery Time Objective?
<i>Emergency Hearings, Trial Courts: criminal, civil, probate, children's</i>	<i>Arraignment, DV hearings, mental commitment, bail hearings, restraining orders, search warrants, CINA, guardianships, medical permissions, grand jury, Vital Statistics</i>	Yes	High	<i>24hrs</i>
<i>Emergency Appeals</i>	<i>Forum for claim, maintenance of balance of power, create record</i>	Yes		<i>48hrs</i>
<i>Emergency Rule Making</i>		Yes	High	<i>12 hrs</i>
<i>Case Management</i>		Yes		<i>12-48 hrs</i>
<i>Administrative Functions</i>	<i>Money Handling (bail collection), procurement, temporary hire</i>	Yes		<i>48 hrs</i>



## Appendix D – Lines of Succession

**This Worksheet is used to determine the order of succession for key positions that support each Essential Function.**  
 In determining if a position is a “key position” in the agency, it is helpful to consider the following:

- Which positions do agency personnel and management consider to be critical to their division?
- Which positions have been most critical during past emergencies?
- What skills or requirements made these positions critical?
- Were there any unfavorable consequences resulting from vacancies in this position in the past?
- Has the agency faced unforeseen problems in the past resulting from a particular vacancy?

**Step 1:** List each Essential Function, as identified on Worksheet 1.

**Step 2:** List the title of the positions that are critical to carrying out the Essential Function.

**Step 3:** For each position, list the successor or successors who will be responsible for ensuring that the Essential Function is carried out in the event that the current individual is unable to perform the responsibilities of that position.

Essential Function	Key Position	Successor(s)
<i>Emergency Hearings, Trial Courts: criminal, civil, probate, children's</i>	<i>Area Court Administrator</i>	<i>Assist ACA or Clerk of Court</i>
<i>Emergency Appeals</i>	<i>Chief Justice and Clerk of Appellate Courts</i>	<i>Next most senior justice</i>
<i>Emergency Rule Making</i>	<i>Chief Justice and Clerk of Appellate Courts</i>	<i>Next most senior justice</i>
<i>Case Management</i>	<i>Clerk of Appellate Courts</i>	<i>Chief Deputy Clerk of Appellate Court Deputy Clerk of Appellate Court</i>
<i>Administrative Function</i>	<i>Administrative Director</i>	<i>Deputy Administrative Director</i>

DRAFT



## **Appendix E – Emergency Order Templates**



## Appendix F – Emergency Agency Contact List

Office of the Governor	PO Box 110001 Juneau, AK 99811-0001	465-3500
Office of the Lieutenant Governor	PO Box 110015 Juneau, AK 99811-0015	465-3520
Department of Administration Office of the Commissioner	PO Box 110200 Juneau, AK 99811-0200	465-5671
Department of Commerce, Community & Economic Development Office of the Commissioner	PO Box 110800 Juneau, AK 99811-0800	465-2500
Department of Corrections Office of the Commissioner – Juneau Office of the Commissioner – Anchorage	PO Box 11200 Juneau, AK 99811-2000 269-7397	465-4652
Department of Education & Early Development Office of the Commissioner	PO Box 110500 Juneau, AK 99811-0500	465-2802
Department of Environmental Conservation Office of the Commissioner	PO Box 111800 Juneau, AK 99811-1800	465-5066
Department of Fish & Game Office of the Commissioner	PO Box 115526 Juneau, AK 99811-5526	465-4100
Department of Health & Social Services Office of the Commissioner	PO Box 110601 Juneau, AK 99811-0601	465-3030
Department of Labor & Workforce Development Office of the Commissioner	PO Box 111149 Juneau, AK 99811-1149	465-2700
Department of Law Office of the Attorney General	PO Box 110300 Juneau, AK 99811-0300	465-2133
Department of Military & Veterans Affairs Office of the Commissioner/Adjutant General	PO Box 5800 Ft Richardson, AK 99505-0800	428-6003
Department of Natural Resources Office of the Commissioner	PO Box 111000 Juneau, AK 99811-1000	465-2400
Department of Public Safety Office of the Commissioner	PO Box 111200 Juneau, AK 99811-1200	465-4322
Department of Revenue Office of the Commissioner	PO Box 110400 Juneau, AK 99811-0400	465-2300
Department of Transportation & Public Facilities Office of the Commissioner	PO Box 112500 Juneau, AK 99811-2500	465-3901

## **Emergency Local Contact List**

## Appendix G – Local Emergency Response Plan

IN THE EVENT OF AN EARTHQUAKE take cover (under a desk, table or doorway) and stay away from glass windows and tall shelves or cabinets. Do not use the elevator. Do not evacuate until directed to do so by emergency personnel

Court Emergency Plan Administrators are:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

### SECTION 1 - Evacuation

#### 1a. Evacuation Instructions for Employees and Members of the Public OUTSIDE of Courtrooms:

1. IF AN ALARM RINGS, immediately evacuate the premises through the closest exit shown on the attached floor plan and proceed to "ASSEMBLY POINT".<sup>1</sup> **Do not return** for purses, keys, coats, and/or security badges.
2. If WORD OF MOUTH EVACUATION INSTRUCTIONS<sup>2</sup> are given by a court system representative or emergency personnel, even if there is no alarm, evacuate according to those instructions. Proceed to "ASSEMBLY POINT" or other location, as directed.
3. Take your red emergency instructions folder with you.<sup>3</sup> **Do not return** for your folder if you are away from your work area at the time of the evacuation.
4. Proceed to the nearest exit or stairwell. **DO NOT USE ELEVATORS.**
5. **Judicial Services personnel/Emergency response personnel** are responsible for evacuating persons who need assistance. All persons in need of assistance should be directed to wait for assistance at ASSISTANCE LOCATION.<sup>4</sup> Any employees who are aware of a person who needs assistance should notify a Plan Administrator, Judicial Services officer or emergency response personnel.
6. If safe to do so, a Plan Administrator will ensure that exterior doors are locked after evacuation.
7. All employees must immediately report to their supervisor to be counted. **Any employee unaccounted for will be reported as missing to emergency response personnel.**

<sup>1</sup> The primary evacuation Assembly Point will be established by each court. It may be a location in another nearby facility or may be an outside physical location such as "the NW corner of the parking lot."

<sup>2</sup> Certain emergencies, i.e., an earthquake or bomb scare may be "non-alarmed emergencies." In some situations law enforcement or emergency response personnel may need to direct employees and staff to specific exits because of damage or a threat in the area of a normal evacuation route.

<sup>3</sup> Each employee will be provided with a red folder that contains a copy of the local evacuation plan, an employee contact roster and instructions to follow in the event of a facility closure.

<sup>4</sup> Assistance Location is a defined place on each floor of a building where those who cannot evacuate without help should wait for emergency response personnel. In multi-story buildings, for example, the assistance location will probably be near the public elevators. Local staff should provide the location for their plan.

8. Wait for further instructions from your immediate supervisor or a Plan Administrator. **Do not return to the court building until directed to by your supervisor or a Plan Administrator.**
9. When re-entry is approved by emergency response personnel, court staff may re-enter through employee entrances. All members of the public will be directed to re-enter through the public entrance. See Courtroom procedures below regarding re-entry procedures for sitting jurors.
10. If the building is to remain closed following evacuation a Plan Administrator will be responsible for notifying staff and members of the public. The designated Plan Administrator<sup>5</sup> will immediately notify the ACA of the evacuation and building closure and will make arrangements for a Public Service Announcement

**1b. Evacuation Instructions for Employees and Members of the Public IN Courtrooms:**

1. IF AN ALARM RINGS, immediately evacuate the premises through the closest exit shown on the attached floor plan and proceed to "ASSEMBLY POINT." **Do not return** for purses, keys, coats and/or security badges.
2. Take your red emergency instructions folder with you.
3. If WORD OF MOUTH EVACUATION INSTRUCTIONS are given by a court system representative or emergency personnel, even if there is no alarm, evacuate according to those instructions. Proceed to "ASSEMBLY POINT" or other location, as directed.
4. Take your red emergency instructions folder with you. **Do not return** for your folder if you are away from your work area at the time of the evacuation.
5. Proceed to the nearest exit or stairwell. **DO NOT USE ELEVATORS.**
6. **The Judge** is responsible for directing the evacuation of the courtroom.
7. **The Public** should be directed to the nearest public emergency exit or stairwell and follow the instructions of emergency personnel.
8. **The In-Court Clerk** is responsible for carrying the list of jurors and locking the courtroom doors. If it can be done safely, sensitive exhibits should be secured before leaving the courtroom.
9. The in-court clerk will supervise jury evacuation to the JURY ASSEMBLY AREA.<sup>6</sup>
10. **The Bailiff** is responsible for evacuating deliberating jurors and securing the jury room. The bailiff will escort the deliberating jury to the JURY ASSEMBLY POINT and must accompany the jury at all times.
11. **Judicial Services personnel/Emergency response personnel** are responsible for evacuating persons who need assistance. All persons in need of assistance should be directed to wait for assistance at ASSISTANCE LOCATION. Any employees who are aware of a person who needs assistance should notify a Plan Administrator, Judicial Services officer or emergency response personnel.
12. Wait for instructions from one of the Plan Administrators.
13. When re-entry is approved by emergency response personnel, employees may re-enter through employee entrances. All members of the public will be directed to re-enter through the public entrance. See next paragraph for re-entry procedures for sitting jurors.
14. Members of sitting juries may be escorted by the bailiff or in-court clerk into the building through an employee entrance.

<sup>5</sup> The Designated Plan administrator is the individual with primary responsibility for notifying the ACA and public regarding a closure. It is contemplated that the Clerk of Court will be the primary Designated Plan Administrator for most courts.

<sup>6</sup> The Jury Assembly Area is a separate assembly location for sitting jurors that is near the main Assembly but located to ensure separation of jurors from attorneys, parties and the general public.

15. If the building is to remain closed following evacuation a Plan Administrator will be responsible for notifying staff and members of the public. The designated Plan Administrator will immediately notify the ACA of the evacuation and building closure and will make arrangements for a Public Service Announcement.

**SECTION 2 - Building Floor Plan with emergency exits and evacuation routes marked.**



**SECTION 3 – EMPLOYEE ROSTER AND EMERGENCY CONTACT INFORMATION**  
**3b - Other Emergency Contact Information**

<b>Name</b>	<b>Office Telephone</b>	<b>Message/Cell Telephone</b>	<b>Home/Other Telephone</b>
<b>Police/Fire</b>			
<b>Troopers</b>			
<b>Area Court Administrator</b>			
<b>ACA Alternate</b>			
<b>Presiding Judge</b>			
<b>Building Maintenance</b>			
<b>Security/Alarm System</b>			
<b>Janitorial</b>			
<b>District Attorney</b>			
<b>Public Defender</b>			
<b>Corrections</b>			
<b>Radio Station</b>			
<b>Radio Station</b>			
<b>Radio Station</b>			
<b>In Case of Closure</b>	<b>Location</b>	<b>Contact Information</b>	
<b>Alternate Court Location</b>			
<b>Alternate Local Facility</b>			

**SECTION 4 – EMERGENCY CLOSURE INSTRUCTIONS**

1. If local conditions indicate that a facility closure is appropriate, the Clerk of Court or other Plan Administrator will contact the Area Court Administrator to request permission to close the court. The ACA will make a recommendation to the Administrative Director who must approve any closure.
2. If closure is approved before 8 am, the Clerk of Court or other Plan Administrator will notify the radio stations listed below that:
  - a. A complete closure has been approved and employees do not need to report to work;
  - b. A partial closure has been ordered and only essential personnel (essential personnel are indicated on the employee roster) are to report to work.

**If there is no announcement that the Court is closed employees should assume that it is open. Employees cannot rely on an announcement that other state or city offices have closed.**

**Employees may also contact the Clerk of Court or \_\_\_\_\_ for information.**

3. Radio stations that will be asked to run an announcement are:  

CALL LETTERS	CALL LETTERS	CALL LETTERS
FREQUENCY (XXXAM)	FREQUENCY (XXXAM)	FREQUENCY (XXXAM)
4. If a closure is not ordered, any employee who does not report to work will be required to use personal leave. In some circumstances, “liberal leave” may be approved as an appropriate response to conditions. If “liberal leave” is approved, employees will be permitted to not report to work or leave early, as the business needs of the court permit. Employees will be required to use personal leave.
5. In the event of a closure or partial closure, the following leave policy applies (see Administrative Bulletin 60, Section III):
  - a. All employees released from work will be given administrative leave for the period of the closure.
  - b. An employee on previously approved personal leave or assigned to another location at the time of the closure is not entitled to administrative leave.
6. Radio station announcements will also provide instructions to jurors and members of the public.

## SECTION 5 – COOP INITIATION

## **Appendix H – List of Critical Forms**

### **EMERGENCY SUPPLIES IN THE EVENT A COURT MUST BE MOVED TO A NON-COURT LOCATION**

#### **EQUIPMENT/SUPPLIES FOR CLERKS AND COURTROOM**

Portable Tape Recorder and microphones  
Tapes or recording media (tapes or CD), both for public and confidential hearings (if SW or CP)  
Phonic Ear (the ones in the courtrooms are NOT portable)  
Batteries  
Pens, pencils  
Tablets  
Some means to keep track of the time (i.e., when hearing starts/stops)  
File Folders (Criminal, Civil, Small Claims, Children's, Domestic Violence, Probate)  
Date Filed Stamp  
Court Seal  
TF 600 Criminal Case Number Assignment Sheet  
TF 601 Civil Case Number Assignment Sheet  
TF 603 Children's Case Number Assignment Sheet  
TF 604 Probate Case Number Assignment Sheet

#### **BASIC REFERENCE MATERIALS**

Alaska Rules of Court  
Alaska Criminal Law and Traffic Manual  
Alaska Children's, Youth and Family Laws, Rules and Regulations

#### **CRIMINAL and TF Forms**

TF 225 Log Note Title Page  
TF 226 Log Note Continuation Sheet  
CR 105 Summons  
CR 115 Warrant  
CR 140 Request for Temporary Transfer  
CR 150 Notice of Next Court Appearance & Hearing Record  
CR 170 Log Notes for Grand Jury Returns  
\*\* GJ Courts only  
CR 171 Superior Court Arraignment Log Sheet  
CR 172 Misdemeanor Arraignment Log Notes  
CR 231 Oath Book (red cover)  
CR 200 Temporary Order  
CR 204 Information for Defendants About Getting a Court-Appointed Attorney  
CR 205 Request for Appointed Counsel  
CR 206 Financial Statement  
CR 210 Order Appointing or Denying Counsel at Public Expense  
CR 215 Order of Release on Own Recognizance  
CR 220 Order and Conditions of Release (3 pages)  
CR 221 Order and Conditions of Release (1 page)

CR 222	Additional Conditions of Release (DV)
CR 225	Unsecured Bond
CR 230	Cash Bond
CR 231	Report of Cash Bail Over \$10,000
CR 232	Notice to Payor of Bail
CR 235	Authorization of Use of Bail Money
CR 240	Surety Bond
CR 250	Consent to Trial by Magistrate
CR 260	Order for Psychiatric Examination
CR 270	Order to Report for Fingerprinting
CR 300	Bail Review Application and Order
CR 325	Waiver of Speedy Trial
CR 330	Order of Dismissal
CR 335	Notice of Next Court Appearance
CR 355	Bench Warrant for Criminal Defendant
CR 455	Victim Information Statement
CR 460	Judgment District Court – 2 page
CR 460S	Judgment District Court – 1 page
CR 461	Judgment DWI or Refusal
CR 465	Restitution Judgment
CR 470	Judgment and Order of Commitment/Probation
CR 500	Order to Modify or Revoke Probation
CR 700	Order to Quash Outstanding Warrant
CR 704	Search Warrant Log
CR 705	Affidavit for Search Warrant
CR 706	Search Warrant
CR 707	Search Warrant Envelope
CR 710	120 Day Rule Card OR
CR 720	Order Exonerating Bond
CR 725	Fine Extension
CR 731	Notice of Transfer and Writ of Execution
CR 750	Fugitive From Justice Temporary Order
CR 755	Fugitive From Justice Waiver of Extradition
CR 765	Release (jail form)
CR 770	Request and Order

## **DOMESTIC VIOLENCE**

DV 100	Petition for Protective Order (Domestic Violence)	
DV 101	Child Support Information	
DV 105	Domestic Violence Protective Order	
DV 110	Ex-Parte Protective Order (20-day order)	
DV 114	Denial Order	
DV 112	Emergency Protective Order (72 hour order)	
DV 125	Request for Service and Return of Service	**
DV 127	Law Enforcement Information Sheet (DV or Stalking)	**
DV 150	Instructions for Requesting a Protective Order	**
DV 200	Temporary Child Support Order	

These forms are usually in the DV 100 packet

## **CHILDREN'S - Delinquency**

CP 211      Order Appointing/Denying Counsel  
CP 215      Conduct Agreement/Conditions  
CP 225      Order for Temporary Detention or Placement

## **CHILDREN'S – Child in Need of Aid**

CP 309      Order Appointing/Denying Counsel  
CP 310      Order for Temporary Placement – CINA

## **MENTAL COMMITMENT**

MC 100      Petition for Involuntary Commitment  
MC 105      Peace Officer/Mental Health Professional Application for Examination  
MC 305      Ex Parte Order (Temporary Custody for Examination/Treatment)

## **PROBATE GUARDIANSHIP/CONSERVATORSHIP**

PG 100      Petition for Appointment of a Guardian/Conservator for an Adult  
PG 101      Emergency Petition for Appointment of Temporary Guardian  
PG 110      Order for Appointments and Notice of Hearing  
PG 410      Order Appointing Temporary Guardian

*(Note: there are no specific emergency guardian forms for children. The Probate Manual indicates you would use the regular Petition or Emergency Petition, but the new forms indicate they are for adults.)*

## **ALCOHOL COMMITMENT**

*There are no court forms for emergency alcohol commitments.*



# Appendix I – Employee Contact Information

The information provided on this form will be kept confidential and will be used by the Human Resources Department only in the event of an emergency. This form will be placed in your personnel file as part of your permanent record.

**PLEASE PRINT**

Employee's Name: \_\_\_\_\_

Work Location: \_\_\_\_\_

Home Address: \_\_\_\_\_

City: \_\_\_\_\_ State \_\_\_\_\_

Home Telephone Number: \_\_\_\_\_

Cell Telephone Number: \_\_\_\_\_

The employee's home number and home address will be released to the employee's supervisor in the event the employee is expected at work but does not show up or the employee does not contact the supervisor.

IN CASE OF EMERGENCY PLEASE CONTACT: *(At least one local number is preferred)*

\_\_\_\_\_  
Name

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Home

\_\_\_\_\_  
Cell  
Telephone

\_\_\_\_\_  
Work

\_\_\_\_\_  
Home

\_\_\_\_\_  
Cell  
Telephone

\_\_\_\_\_  
Work

*Confidential information, such as beneficiary information, medical information, benefit selections and work status may be released to the persons listed above. (Please mark one) I understand that I may revoke this release at any time.*

*I agree to the release of confidential information to the persons listed above.*

*I do not agree to the release of confidential information to the persons listed above.*

***I understand that I am responsible for keeping the above information current and will immediately notify the Human Resources Department in writing of any changes to my address and/or telephone number.***

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

(IF NECESSARY, ADDITIONAL NAMES MAY BE LISTED BELOW WITH WHOM HUMAN RESOURCES MAY DISCUSS CONFIDENTIAL INFORMATION.)

\_\_\_\_\_  
Name (Please Print)

\_\_\_\_\_  
Contact Number

\_\_\_\_\_  
Name (Please Print)

\_\_\_\_\_  
Contact Number



# **Appendix J – Family Disaster Plan**

## **FAMILY DISASTER PLAN**

It is recommended that every employee of the court system have a personalized Family Disaster Plan. Families can best cope with disaster by preparing in advance and working together as a team. The ability of the court to resume operations is dependent upon the availability of court staff. Follow these steps to create your family's disaster plan. Knowing what to do is your best protection in the event of an emergency.

### **1. Find Out What Can Happen To You**

Contact your local emergency management agency or American Red Cross chapter - be prepared to take notes:

- Ask what types of disasters are most likely to happen in your community.
- Request information about emergency planning for each type of disaster.
- Ask about your community's warning signals: what they sound like and what to do when you hear them.
- Ask about designated shelters in your area.
- Ask about animal care after a disaster. Animals may not be allowed inside emergency shelters.
- Find out how to help elderly or disabled persons, if needed.

Next, find out about the disaster plans at your workplace, your child's school or daycare center, and other places where your family spends time.

### **2. Create a Personalized Disaster Plan**

- Meet with your family and explain the types of disasters that are most likely to occur in your community. Discuss the need to prepare for disaster and what to do in each case. Explain to children the dangers of fire, severe weather, earthquake, and other disasters. Plan to share responsibilities and work together as a team.
- Pick two places to meet: Right outside your home in case of a sudden emergency, like a fire. Outside your neighborhood in case you can't return home. Everyone must know the address and phone number.
- Ask an out-of-state friend to be your "family contact." After a disaster, it is often easier to call long distance. Other family members should call this person and tell them where they are. Everyone must know your contact's name and phone number.
- Discuss what to do in an evacuation.
- Plan how to care for your pets.

### **3. Complete This Checklist**

- Post emergency contact numbers (fire, police, ambulance, etc.) by the telephones.
- Teach children how and when to call 911 or your local Emergency Medical Services number for emergency help.
- Show family members how and when to turn off the water, gas, and electricity at the main switches.
- Review policies to ensure you have adequate insurance coverage.
- Ensure that your home has a fire extinguisher. Teach each family member how to use it; show them where it is kept.
- Install smoke detectors on each level of your home, especially near bedrooms.
- Conduct a home hazard hunt.
- Stock emergency supplies and assemble a Disaster Supplies Kit.
- Take a first aid and CPR class.
- Determine the best escape routes from your home. Find two ways out of each room.
- Find the safe spots in your home for each type of disaster.
- Identify escape routes from your neighborhood.

### **4. Prepare an Emergency Supplies Kit.**

An emergency supplies kit is a collection of basic items your household may need in the event of a disaster. The following items are recommended for inclusion in your basic disaster supplies kit:

- Seven-day supply of non-perishable food.
- Seven-day supply of water - one gallon of water per person, per day.
- Portable, battery-powered radio or television and extra batteries.
- Flashlight and extra batteries.
- First aid kit and manual.
- Sanitation and hygiene items (moist towelettes and toilet paper).
- Matches stored in a waterproof container.
- Whistle.
- Extra clothing.
- Kitchen accessories and cooking utensils, including a manual can opener.
- Photocopies of personal identification, insurance information, and credit cards.
- Cash and coins.
- Special needs items: prescription medications, eye glasses, and contact lens solutions.
- Items for infants, such as formula, diapers, bottles, and pacifiers.
- Other items to meet your unique family needs.

Because of Alaska's climate, you must think about warmth. It is possible that you will not have heat. Think about your clothing and bedding supplies. Include one complete change of clothing and shoes per person, including:

- Jacket or coat, long pants, long sleeve shirt, sweater.
- Sturdy shoes, hat, mittens, and scarf.
- Sleeping bag or warm blanket (per person).

Consider growing children and other family changes. You may need to add additional items to your basic disaster supplies kit to meet the changing needs of your family.

Just as important as putting your supplies together is maintaining them so they are safe to use when needed. These tips will help keep your supplies ready and in good condition:

- Keep canned foods in a dry place where the temperature is cool.
- Store boxed food in tightly closed plastic or metal containers to protect from pests and to extend shelf life.
- Discard canned good that becomes swollen, dented, or corroded.
- Use foods before the expiration date and replace them with fresh supplies.
- Place new items at the back of the storage area and older ones in the front.
- Change stored food and water supplies every six months. Be sure to write the date you store it on all containers.
- Re-think your needs every year and update your kit as your family needs change.
- Keep items in airtight plastic bags and put your entire disaster supplies kit in one or two easy-to-carry containers, such as plastic storage containers, camping backpack, or duffel bag.

## **5. Practice and Maintain Your Plan**

Having a family disaster plan is the first step. Knowing the plan is just as important. Here are some suggestions:

- Quiz your kids every six months so they remember what to do.
- Conduct fire and emergency evacuation drills.
- Replace stored water every three months and stored food every six months.
- Test and recharge your fire extinguisher according to the manufacturer's instructions.
- Test your smoke detectors monthly and change the batteries at least once a year.

## **EMERGENCY PREPAREDNESS**

Learn how to protect yourself and cope with disaster by planning ahead. Take these things into consideration when preparing your Family Disaster Plan.

### **Evacuation**

- Evacuate immediately if told to do so.
- Listen to your battery-powered radio and follow the instructions of local emergency officials.
- Wear protective clothing and sturdy shoes.
- Take your family disaster supplies kit.
- Lock your home.
- Use travel routes specified by local authorities. Don't use shortcuts because certain areas may be impassable or dangerous.

If you are sure you have time:

- Shut off water, gas, and electricity before leaving, if instructed to do so.
- Post a note telling others when you left and where you are going.
- Make arrangements for your pets.

### **Home Hazard Hunt**

During a disaster, ordinary objects in your home can cause injury or damage. Anything that can move, fall, break, or cause a fire is a home hazard. For example, a hot water heater or a bookshelf can fall. Inspect your home at least once a year and fix potential hazards. Contact your local fire department to learn about home fire hazards.

### **Utilities**

Locate the main electric fuse box, water service main, and natural gas main. Teach responsible family members how and when to turn these utilities off. Keep necessary tools near gas and water shut-off valves.

Turn off the utilities only if you suspect the lines are damaged or if you are instructed to do so. *If you turn off the gas supply, you will need a professional to turn it back on.*

### **Neighbors Helping Neighbors**

Working with neighbors can save lives and property. Meet with your neighbors to plan how the neighborhood could work together after a disaster until help arrives. If you are a member of a neighborhood organization, such as a homeowners association or crime watch group, introduce disaster preparedness as a new activity. Know your neighbors' special skills (e.g., medical, technical) and consider how you could help neighbors who have special needs, such as disabled and elderly persons. Make plans for childcare in case parents can't get home.

## **Have a Pet Plan**

Make arrangements for your pets as part of your household disaster planning. If you must evacuate your home, it is usually best to take your pets with you. For health and space reasons, pets may not be allowed in public emergency shelters. If, as a last resort, you have to leave your pets behind, make sure you have a plan to ensure their care. Contact your local animal shelter, humane society, veterinarian, or emergency management office for information on caring for pets in an emergency.

Find out if there will be any shelters that will take pets in an emergency. Also, determine if your veterinarian will accept your pet in an emergency.

## **General Guidelines**

### **IF DISASTER STRIKES**

- Remain calm and patient. Put your plan into action.

### **CHECK FOR INJURIES**

- Give first aid and get help for seriously injured people.

### **LISTEN TO YOUR BATTERY POWERED RADIO FOR NEWS INSTRUCTIONS**

- Evacuate, if advised to do so. Wear protective clothing and sturdy shoes.

### **CHECK FOR DAMAGE IN YOUR HOME**

- Use flashlights. Do not light matches or turn on electrical switches if you suspect damage.
- Sniff for gas leaks, starting at the furnace or water heater. If you smell gas or suspect a leak, turn off the main gas valve, open windows, and get everyone outside quickly.
- Shut off any other damaged utilities. (You will need a professional to turn gas back on.)
- Clean up spilled medicines, bleach, gasoline, and other flammable liquids immediately.

### **REMEMBER TO...**

- Confine or secure your pets.
- Call your family contact. Do not use the phone again unless it is a life threatening emergency.
- Check on your neighbors, especially elderly or disabled persons.
- Make sure you have an adequate water supply in case water service is cut off.
- Stay away from downed power lines.

The contents of this document were adapted from materials provided by the Federal Emergency Management Agency (FEMA) and the American Red Cross. For more information contact your local Emergency Planning Agency, the Alaska Division of Homeland Security, of the Alaska Chapter of the American Red Cross.

## EMPLOYEE EMERGENCY RECOVERY GUIDE

### Financial Information

Bank or Credit Card Company	Account Number	Telephone Number

### Insurance Information

Insurance Carriers	Policy Number	Telephone Number
Health Insurance		
Disability Insurance		
Life Insurance		
Homeowners Insurance		
Auto Insurance		
Employee Assistance Program		
Other Insurance		

### Medical Information

	Provider Name	Telephone Number
Medical		
Dental		
Vision		
Specialists		
Pharmacist		

### Community Services and Emergency Management Agencies

Agency Name	Address	Telephone Number
State Troopers		
Police Department		
Hospital or Clinic		
Fire Department		
Local Emergency Planning		
AK Division of Homeland Security	Fort Richardson	907
Red Cross		

### Family and Emergency Contact Information

Name	Address	Telephone
Day Care Provider		
School		

**Appendix K – Table Exercise Guide**



## **Appendix L – Hazards Description (excerpt from AK ERP)**

### **HAZARDS**

#### **GENERAL**

Naturally occurring events have caused nearly two-thirds of Alaska's disaster emergencies. In one sense Alaska is fortunate that its vast, sparsely populated regions allow events that would be devastating elsewhere to take place with little or no impact on our population. On the other hand, when these remote occurrences threaten or devastate on a widespread basis, then the factors of distance, harsh climate, rugged terrain, and dependence on air travel make relief efforts challenging, outcomes uncertain at times, and in all cases costly. The four categorical hazards confronting the State are explained as follows.

#### ***Attack/Terrorist Attack***

The threat of global nuclear war has faded with the ending of the "Cold War." All weapons, however, have not been dismantled. Alaska is still home to several large military installations and its geographical location assures its importance to northern hemisphere strategies. Alaska produces 20% of the U.S. domestic crude oil, it is the national leader in zinc and tin production, it has six of the nation's top ten producing ports for commercial fishing interests, and almost 1.5 million tourists per year visit the State via cruise ships, State ferries and commercial air. These factors provide ample basis to presuppose Alaska's involvement in future conflicts with even limited objectives or its capacity to present targets for criminal acts of terrorism or sabotage.

#### ***Natural Hazards***

There are a variety of natural hazards that put Alaska's people, property, and resources at considerable risk.

*Earthquakes* In the last 100 years, more than 10% of all the world's earthquakes, 25% of all the world's released earthquake energy, and three of its six largest earthquakes have taken place in Alaska. The world's strongest earthquake in 2002 occurred along the Denali Fault in the Interior Region of Alaska. It registered 7.9 on the Richter Scale. The Southeast, Southcentral, Southwest, and Interior Regions are all vulnerable, but for demographic and other reasons previously explained, a very large earthquake in Southcentral has the greatest potential for a catastrophic disaster.

*Tsunamis* are byproducts of earthquakes or other ocean floor disturbances occurring somewhere in the Pacific Ocean or Alaskan coastal waters. Localized versions can be triggered by calving glaciers, avalanches, landslides, or onshore coastal earthquakes. Whatever their origin, tsunamis rank high as potential killers. Communities at risk are well documented and included in tsunami warning procedures which are initiated by the West Coast and Alaska Tsunami Warning Center in Palmer. Tsunamis require a high degree of vigilance and place great demands on Alaska's warning network in the coastal regions of the Pacific Basin and the Gulf of Alaska.

Floods alone account for 40% of the State's disaster emergencies. Most floods are of the riverine variety. Alaska's 15 major river systems and unknown number of smaller streams drain an area of 730,000 square miles, one-fifth of which is in Canada. The Southcentral, Western, and Interior Regions are especially prone to spring breakup flooding. The Southcentral and Interior Regions also flood during the warmer months if unusually heavy and prolonged rainfall combines with glacial runoff or saturates permanently frozen ground. Similar conditions can prevail in the Southeast Region. All coastal areas of the State, especially the Western Region, are vulnerable to storm driven sea surges which flood communities and damage boats and port facilities. Flooding accounts for the preponderance of disaster relief fund expenditures either in the form of mitigation projects, emergency response, or post-event recovery.

Volcanoes are a significant hazard in the Southcentral and Southwestern Regions. About one-twelfth of the world's active, above-water volcanoes are located there. Unlike the Hawaiian volcanoes which produce spectacular lava flows, Alaska's volcanoes tend to be explosive with eruptions characterized by periodic bursts of steam and volcanic ash which can sometimes go on for months or even years. Of special concern are the Cook Inlet volcanoes: Mounts Spurr, Redoubt, Iliamna, and Augustine. When active, ash erupted from these volcanoes can disrupt air traffic at great distances from the volcanoes. Ashfall on Anchorage and other Southcentral centers of activity can necessitate costly "cleanups." Lahars (mudflows) flowing off some of these volcanoes can cause damage as they flow downstream. The actual risk to lower Cook Inlet from a tsunami generated by a major landslide into the Inlet from the over-steepened slope of Augustine Volcano is still being debated by scientific circles.

Prolonged periods of cold weather have prompted disaster emergency declarations in every decade. The Arctic, Interior, and Western Regions are particularly vulnerable. Problems usually start with liquid fuels congealing in tanks and supply lines, causing fuel starved electrical generation equipment to shut down. Without power, pumps and heaters become inoperative, water and sewer systems freeze, pipes rupture, and expensive repairs ensue.

Wildland fires are a seasonal threat in the Southwestern, Western and Interior Regions. Humans are the principal cause of fires in Southcentral, while lightning often provides the source of ignition in the drier Western and Interior Regions. Alaskan fires are not as notorious as some other states' fires, but they can require massive response efforts. The 1996 Miller's Reach Fire burned 37,400 acres and destroyed 344 structures. Thirty-seven different fire departments and 1,800 fire fighters were involved in the response and 1,500 local residents were evacuated.

Windstorms, too, can cause widespread disaster. No coastal areas are immune, but the Southwestern and Western Regions are most vulnerable. Some storms strike with hurricane force, wreaking havoc on port facilities as well as commercial and subsistence fishing interests.

Heavy snowfall is another naturally occurring hazard which can collapse roofs, clog arterials, disrupt emergency services, and stress local snow removal budgets.

Erosion frequently accompanies river and coastal flooding but is not always tied to a storm or a seasonal event. Alaska has more than 28,000 square miles of glaciers. In some respects it is still emerging from the Ice Age. Some of Alaska's rivers are immature, heavily laden with sediments, and are constantly re-channeling, meandering or building deltas. Bank erosion is a feature of this natural process. Glacier movement, with accompanying damming, can also result in flood events.

Mass wasting, landslides, and avalanches are occasional problems, but usually localized. Widespread difficulties do not usually result unless the slide dams a river or triggers a tsunami. In 2000, snow avalanches occurred in Southcentral Alaska. They caused the loss of two lives, substantial property damage and resulted in a Presidential Disaster Declaration.

Drought is not considered to be a significant hazard although unseasonable dry spells have occasionally lowered water tables or elevated the fire danger threshold. In fact, a local drought in Petersburg in 1996 caused the mobilization of State and local resources.

## ***Technological Hazards***

### **GENERAL**

Alaska faces an array of technological hazards in spite of its lack of nuclear power plants and large manufacturing complexes. The potential for major or catastrophic events is greatest in the Arctic, Southcentral, and Interior Regions which are involved in producing or transporting one-fifth of the nation's domestic crude oil. This endeavor carries the danger of a large oil spill and the potential for releasing any of the many hazardous substances used in this work. Two large oil refineries with their accompanying hazards also operate in Alaska.

In other regions of the State the potential exists for incidents involving other substances. Southeast, for example, is home to fish processing centers which make considerable use of ammonia and chlorine. Similar facilities also exist in coastal communities throughout the Southcentral, Southwestern, and to a lesser degree, the Western Regions. Substantial mining operations take place in the Interior and Arctic Regions, with smaller activities in Southeast.

Each remote village and community has a large bulk fuel storage facility. There are no local fuel distributors to replenish stocks throughout the year. Re-supply occurs once or twice a year, weather permitting, for fuel and other bulk commodities. Coastal and river barge operations are at their peak during summer months throughout the Southwest, Western, Interior, and Arctic Regions. All transportation modes are heavily laden during summer months, if not with goods and supplies, then with tourists, sports fishermen and hunters, and seasonal workers who support tourism, fishing, fish processing, and other summer activities. One technological hazard that presents a seasonal risk is urban fire. Since 1978, seventeen disaster emergencies have resulted from fires which destroyed vital facilities in rural communities. Thirteen of these 17 fires occurred during the months of October through early April.

### ***High-Capacity Passenger Vessels (Cruise Ships and State Ferries)***

Although not a hazard per se, high capacity passenger vessels constitute a unique vulnerability for the State. Two thirds of Alaska's 1.5 million visitors arrive via high-capacity vessels (almost one million people annually), and almost 80% arrive via cruise ships. At any given time during the summer cruise ship season there may be up to 30 large cruise ships off the coast of Alaska, or docked in Alaska's ports, with an average of 2,300 passengers and crew on each (this is in addition to the passengers on the Alaska Marine Highway System which had 2,150 sailings in 2002). Through either accidents or acts of terrorism, these ships have the potential to create disaster emergency situations and introduce large numbers of victims into local communities.



## **Appendix M – Other Resources**

State of Alaska (Executive Branch) Emergency Response Plan	Adopted 2004
ACS State Emergency Response Plan	(Not Written)
ACS Response To Emergency Specific Conditions	(Not Written)



# Appendix N – Glossary of Terms and Acronyms

## ACRONYMS

ACA	Area Court Administrator
ALF	Alternate Facility Location
COOP	Continuity of Operations Plan
EMT	Emergency Management Team
ERP	Emergency Response Plan (statewide template)
ERPC	Emergency Response Planning Committee
ETL	Emergency Team Leader
LERP	Local Emergency Response Plan (specific and detailed)
SERP	State Emergency Response Plan

## TERMS

- Affected Court Location the location made inoperative by an emergency condition.
- Alternate Court Location an existing court designated to handle another court's essential functions during an emergency.
- Alternate Local Facility a building within the community of an affected court location, designated as the place to conduct court business in event of emergency. Should be listed in the LERP.
- Assistance Location is the place in the building that people needing evacuation assistance should go for help in being evacuated. This could apply to people in wheelchairs, on crutches, or unable to navigate stairs, if applicable.
- COOP is the policy plan for emergency response.
- Court Technology Officer means a court employee designated by the IS Department to manage the response effort for technology equipment and/or software.
- Emergency Operation Staff means those personnel designated by the EMT to be deployed to correct equipment failures or other needs. These are not to be confused with Essential Staff.
- Emergency Response Staff means
- EMT Leader means the person designated by the Administrative Director or Chief Justice to head the Emergency Management Team.
- Essential Functions are those time sensitive functions that must be reestablished within 48 hours of an emergency.
- Essential Staff means those employees designated to perform essential functions of the affected court.
- LERP is the local plan that outlines specific response details in conformance with the COOP.
- Local Emergency Response Kits are those materials gathered together and easily transported (see Section III-4).
- Local Emergency Response Plan means those administrative and emergency procedures pertaining to a specific court location: including evacuation route plans,
- Local Personnel means those employees at the affected location who provide initial impact assessment.

- Plan Administrator is a local supervisor responsible for the LERP. This is usually the Clerk of Court but could also be the Chief Deputy Clerk, the local administrative judge or a magistrate.
- Public Information Officer means the employee designated to deal with media and ensure employees are informed.
- SERP is the State of Alaska's policy for state emergency response implemented by the executive branch.

## NOTES