

**IN THE SECOND JUDICIAL CIRCUIT OF
FLORIDA**

OFFICE OF THE CHIEF JUDGE

ADMINISTRATIVE ORDER 2009-03

IN RE: LEON COUNTY COURT EMERGENCY MANAGEMENT GROUP

WHEREAS, section 252.311(1), Florida Statutes, states that "...the state is vulnerable to a wide range of emergencies, including natural, technological, and manmade disasters, all of which threaten the life, health, safety of its people; damage and destroy property; disrupt services and every day business ... activities...";

WHEREAS, section 252.311(2), Florida Statutes, states that "...It is the intent ... to provide for the coordination of activities relating to emergency preparedness, response, recovery, and mitigation among and between agencies and officials of this state ... with local and federal governments ... and with the private sector";

WHEREAS, Article I, section 21, Florida Constitution, declares that the "...courts shall be open for redress of any inquiry, and justice shall be administered without sale, denial or delay";

WHEREAS, Supreme Court of Florida Administrative Order No. AOSCO1-54, In Re: Work Group on Emergency Preparedness, states that, "In order to ensure continuing public access to the courts, the Florida State Courts System must be prepared to manage a variety of emergency situations, including natural disasters, terrorism, and extended information systems outages";

WHEREAS, pursuant to section 43.26, Florida Statutes, and rule 2.215(b), Florida Rules of Judicial Administration, the chief judge "...shall exercise administrative supervision over all courts within the judicial circuit in the exercise of judicial powers and over the judges and officers of the courts..." and has the power and responsibility to promote the prompt and efficient administration of justice in all courts within the circuit;

WHEREAS, the lives, health, and safety of individuals conducting business with the court or who work for the court are a primary concern of the Second Judicial Circuit; and

WHEREAS, emergency situations created by natural disasters, terrorism, pandemics, and other events may both disrupt the administration of justice and threaten the lives, health, and safety of court participants;

It is therefore **ORDERED** that:

- I.** The Leon County Court Emergency Management Group is hereby established and charged with the following duties:



- A. Develop plans, policies, and procedures for the Second Judicial Circuit in and for Leon County for a variety of emergency situations concerning the four components of emergency management: mitigation, preparedness, response, and recovery.
 - B. Serve as an advisory and coordinating body during emergency situations to foster effective communications and cooperation between court-related organizations and with other relevant emergency management organizations.
- II. The Leon County Court Emergency Management Group shall undertake the following tasks:
- A. Develop likely scenarios that could create emergency situations affecting the courts and prioritize their likelihood and expected impact.
 - B. Update existing emergency operations procedures and continuity of operations plans and integrate them into the Leon County Comprehensive Emergency Management Plan.
 - C. Develop relationships with the appropriate local emergency management, court-related organizations, the local bar, law enforcement agencies, fire departments, weather, medical, and other disaster response authorities.
 - D. Update existing alert and notification plans.
 - E. Develop guidelines for the closing or alteration of regular business hours or venues when necessary.
 - F. Devise policies and procedures to safeguard technology infrastructure and court records.
 - G. Develop and execute training events and exercises to develop, assess, and teach emergency management plans.
 - H. Be prepared to provide consultation for, or assist with, the development of plans, policies, and procedures by Franklin, Gadsden, Jefferson, Liberty, and Wakulla Counties.
- III. The following individuals are appointed to the Leon County Court Emergency Management Group:
- A. Chief Judge, Second Judicial Circuit (Chair)
 - B. County Administrator, Leon County Board of County Commissioners
 - C. Leon County Clerk of Courts



- D. Leon County Sheriff
- E. Public Defender, Second Judicial Circuit
- F. State Attorney, Second Judicial Circuit

IV. Each member of the Leon County Court Emergency Management Group may appoint a member or members of a working group to meet on a regular basis to execute delegated duties of the body. All plans, policies, and procedures developed by the working group shall be submitted to the Leon County Court Emergency Management Group for final approval.

V. The establishment of a Leon County Court Emergency Management Group in no way limits or proscribes the autonomy of independently-elected Constitutional officers in the performance of their official duties.

VI. This order shall be effective July 1, 2009.

DONE and ORDERED in Chambers in Tallahassee, Leon County, Florida, this 1st day of ~~June~~ *July*, 2009.

Charles P. Francis

CHARLES A. FRANCIS
 Chief Judge

cc: All Circuit and County Judges, Second Judicial Circuit
 Leon County Clerk of Court
 Leon County Sheriff
 State Attorney, Second Judicial Circuit
 Public Defender, Second Judicial Circuit

