



Emergency Preparedness Standards for the Illinois Circuit Courts

Effective January 1, 2009

Version 1.0

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INTRODUCTION

The Supreme Court of Illinois is committed to protecting the health and safety of Judicial Branch personnel and to keeping the courts open and operational in the event of a disruption or emergency. All chief judges, trial court administrators, and judicial branch managers should make emergency preparedness a priority in their jurisdictions.

The *Emergency Preparedness Standards for the Illinois Circuit Courts (Standards)* is an official policy of the Administrative Office of the Illinois Courts. The *Standards* are designed to define the minimum requirements critical to ensure continued operation of the courts and the safety of court personnel and the public. Each circuit is required to develop an Emergency Preparedness Plan (Plan) which demonstrates its compliance with the *Standards*. Instructions and templates are provided to simplify the process and encourage uniformity while still allowing for the diverse nature of Illinois counties and circuits.

The Chief Judge of each circuit is responsible for the development and maintenance of the circuit's Plan and shall annually file a copy with the Director of the Administrative Office of the Illinois Courts. For multi-county circuits, the Plan may include county-specific provisions to account for variances in local circumstances. The *Standards* are not intended to duplicate or conflict with other emergency planning. In the event a circuit already has an established plan, or is part of a multi-agency plan, the Chief Judge may request approval from the Director to submit that plan to satisfy related requirements of the *Standards*.

The *Standards* also provide that a circuit may satisfy its obligation by adopting its Continuity of Operations Plan (COOP), together with a series of event-specific plans (see Standard 1.05 and Appendix C). These critical incident plans would address procedures for particular situations, such

as evacuations, bomb threats, suspicious mail handling, and weather disasters.

The *Standards* provide realistic, basic requirements that must be met by all circuits. The intent is not to limit circuits that choose to follow other models for structuring their emergency planning or that wish to include additional subject areas. If it can be demonstrated to the satisfaction of the Director that the requirements of the *Standards* have been met, regardless of format, then the circuit has satisfied this mandate.

EMERGENCY PREPAREDNESS STANDARDS FOR THE ILLINOIS CIRCUIT COURTS

1.00 COORDINATION AND PLAN

1.01 Emergency Preparedness Plan

Each Circuit shall have an Emergency Preparedness Plan (Plan). The Plan shall provide procedures for the continuation of essential court services and functions for the circuit and for each court facility. The Chief Judge shall ensure that the Plan, at a minimum, complies with the *Emergency Preparedness Standards for the Illinois Circuit Courts (Standards)*. For security purposes, distribution and access to the Plan shall be limited to the Administrative Office of the Illinois Courts; to personnel necessary to implement the Plan in the event of an emergency; and to emergency management officials of other emergency management agencies and programs as identified in Standard 1.04.

1.02 Emergency Coordinating Officer

Each Judicial Circuit shall have an Emergency Coordinating Officer (ECO) who is responsible for preparing and maintaining the circuit's Plan and ensuring the Plan is coordinated with other federal, state, county, and local emergency management agencies. The Chief Judge may serve as the ECO or designate a person to serve as the ECO for the circuit. Additional personnel may be designated in each county within the circuit to assist the ECO in the development of a circuit-wide Plan.

1.03 Submission of the Emergency Preparedness Plan

The Chief Judge of each circuit shall annually file an Emergency Preparedness Plan with the Director of the Administrative Office of the Illinois Courts (AOIC). The Plan shall be submitted in a form and manner specified by the Director. Completion of the templates in Section 6.00 shall satisfy the minimum requirements set out in the *Standards*. Any circuit or county within a circuit that has an established emergency management plan or is part of a multi-agency plan which meet the requirements in these *Standards*, may request approval from the Director to accept the plan to satisfy related requirement of the *Standards*.

A revised Plan shall be filed with the Administrative Office within 30 days of any changes in personnel, facilities, procedures, or other information required by the *Standards*.

1.04 Coordination of Plan with Emergency Management Agencies and Programs

These *Standards* acknowledge the importance of collaboration with local emergency response agencies and programs to ensure continuity of government as a whole. The Plan addresses matters exclusively related to the circuit courts, but should be integrated with other local emergency management programs. Each circuit shall ensure coordination with appropriate external emergency management agencies. This shall include, but is not limited to, the following:

1. Provide a copy of the Plan, including recipients' contact information, to the other emergency management officials within the circuit and request a copy of any emergency plan that has been established within the circuit;
2. The ECO or his/her designee shall serve as a liaison between the circuit courts and all appropriate federal, state, county, and local management officials, agencies, organizations, or individuals, as directed by the Chief Judge; and
3. Coordinate preparedness efforts, track local emergency response and recovery efforts, attend briefings, and plan and conduct training exercises between agencies, when appropriate.

1.05 Comment – Emergency Plan Options

During the emergency planning process, the circuit may choose to satisfy its obligation by adopting its Continuity of Operations Plan (COOP), together with a series of event-specific plans. These critical incident plans would address procedures for particular situations, such as evacuations, bomb threats, suspicious mail handling, and weather disasters. Appendix C sets forth options to consider when implementing a comprehensive emergency preparedness program. Any circuit, or county within a circuit, that has an established emergency management plan or is part of a multi-agency plan which meet the requirements in these *Standards*, may request approval from the Administrative Director to accept the plan(s) to satisfy related requirement of the *Standards*.

2.00 OPERATIONAL RESOURCES AND FUNCTIONS (CONTINUITY OF OPERATIONS PLAN – COOP)

Emergency Preparedness Plans are designed to establish procedures to implement emergency authority and leadership structures, identify resources, and define roles and responsibilities for the execution of the plan once an event triggers its use. The Plan shall establish reasonable and reliable response capabilities with effective processes and procedures to deploy pre-designated personnel and equipment, identify and sustain essential court functions at alternate facilities, and facilitate immediate decision making processes in the event of an emergency.

2.01 Alert and Notification Procedures

Procedures shall be established which enable notification of court personnel that an emergency may, or has occurred. The Plan shall include current contact information to enable notification of court personnel in the event of an emergency. One person should be responsible for initiating the alert and notification activities to ensure consistency of information. Electronic alert and notification systems (i.e. website, email, etc.) should be coordinated with IT staff, where available. At a minimum, a phone tree system shall be established to notify court personnel of directions to acquire additional information. The essential personnel identified in the 2.03.01 and 2.03.02 Essential Personnel Templates shall be included in the notification procedures.

2.02 Essential Court Functions

Essential court functions are tasks, procedures, or activities which are required to be performed by statute, rule, court order, or other court needs deemed essential by the Chief Judge. These are functions that cannot be interrupted or deferred during, or as a result of, an emergency. Essential court functions shall be identified and prioritized for each circuit and each of its court facilities to provide efficient and effective continuation or resumption of court operations.

2.03 Essential Personnel

Essential personnel perform duties to sustain and support court functions which must be accomplished during an emergency or following the evacuation of non-essential personnel or civilians from court facilities. The Plan shall identify the primary and alternate personnel, contact information, and assigned duties. Contact with essential personnel should be considered high priority and be conducted through a single channel of communication during an emergency.

2.04 Trained Personnel

In an emergency, it may be beneficial to utilize court personnel who are trained in particular emergency services (i.e. CPR, volunteer firefighter, food preparation, security, notary, etc.). The Plan may identify those personnel who have been trained and a procedure to update or maintain certifications related to his/her training.

2.05 Emergency Response Contacts

In an emergency, it may be necessary to contact external emergency response agencies at the federal, state, and local levels that are trained in particular emergency services (i.e. Department of Homeland Security, EPA, ambulance, fire department, etc.). The Plan shall identify those agencies and contact information that may be called to assist the court during an emergency.

2.06 Media Communications

Communication procedures with the media shall be established to gather and verify information during an emergency to ensure accurate information is available to decision makers and release to the public. One person (i.e. public information officer) shall be responsible for coordinating communication activities and public announcements to ensure consistency of the information. The Plan shall identify the media through which information regarding court activities will be assembled and disseminated in the event of an emergency.

2.07 Court Facility Closure

The Supreme Court of Illinois has established procedures for court facility closures. The Chief Judge shall submit notification of the closure pursuant to the *Supreme Court of Illinois Emergency Closing Policy and Procedures*, as amended, when weather or other hazardous or emergency conditions compromise the safety or welfare of personnel or citizens.

2.08 Relief from Mandatory Judicial Requirements

In the event a court facility is closed due to an emergency, procedures shall be established to facilitate requests to suspend, toll, or otherwise grant relief from time deadlines imposed by statutes and rules. This may include, but is not limited to, those procedures affecting speedy trials in criminal and juvenile proceedings, civil process and proceedings, and appellate time limitations. Requests for relief from constitutional or other mandatory judicial requirements shall be made by the Chief Judge of the circuit to the Director of the Administrative Office of the Illinois Courts for consideration by the Illinois Supreme Court.

2.09 Alternate Court Facility

In the event the primary court facilities become unavailable, essential court functions may be relocated to pre-approved alternate facilities. Other court facilities within the circuit may serve this purpose. A written formalization, such as a memorandum of understanding (MOU) or letter of intent, shall document the arrangement for the use of the alternate facility.

The Plan shall include specific procedures for the relocation of court proceedings in the event an emergency makes the usual court facilities unavailable for longer than 24 hours. Selection of alternate facilities should take into consideration, to the extent practical, the standards identified in the *Minimum Courtroom Standards in the State of Illinois* as adopted by the Supreme Court of Illinois, January 1993 and the *Court Security Guidelines in the State of Illinois* as adopted by the Supreme Court of Illinois, March 1994.

2.10 Office Resource Replacement and Repair

The availability of office resources (e.g. office supplies, storage, telephones, copy equipment, etc.) necessary for the effective operation of the court should be identified in the event an emergency prohibits continued operation of the court in its usual location or condition.

2.11 Off-site Storage

Off-site storage is a physical location sufficiently distanced away from the primary court facility to ensure information is protected. Duplicated, redundant, and backup information and materials may be maintained at off-site storage. Copies of essential information and materials, as designated by the Chief Judge, shall be kept at off-site storage and procedures for maintenance and access shall be included in the Plan.

Examples of essential information and materials are as follows (additional issues regarding information technology are identified in Section 4.00):

1. Copy of the circuit's Emergency Preparedness Plan(s);
2. List of all employees, job descriptions and assignments, including contact information;
3. Personnel records (e.g. health, retirement, payroll, attendance, etc.);

4. Notification list and call sequence or phone tree information (e.g. AOIC, security firm, police, fire, etc.);
5. Copies of union contracts, vendor lists and agreements, insurance policies, system user's manuals, and maintenance agreements;
6. Floor plans of primary and alternate facilities;
7. Copies of essential forms, files, and supplies (e.g. clerk's file stamp and court seal, signature stamp, checks, receipts, etc.);
8. Inventory of assets (e.g. equipment, hardware, furnishings); and
9. Backup of automated information (e.g. data files, databases, operating systems, servers, etc.).

2.12 Order of Succession

An Order of Succession is essential to ensure that all affected court personnel are aware of who is in charge. The court should identify a continuous or next-in-command structure for key personnel and continuity of operations. The order of succession should be written and revert to the original leadership when conditions return to the pre-emergency status.

2.13 Delegation of Authority

A process for delegation of authority shall be established to facilitate an immediate response to an emergency. The court shall pre-delegate authority for administrative decision-making at all levels of the court's organizational structure, particularly as it pertains to procurement and human resource management. Any delegation of authority shall terminate as soon as the primary designee is able to resume his/her responsibilities. A review of the delegations of authority shall be completed annually or updated as necessary.

2.14 Judicial Branch Management Command Center

To ensure the continuation of court functions during an emergency, one or more Judicial Branch Management Command Centers (Center) shall be established. The Center shall serve as the initial meeting place to discuss the emergency management response and provide direction to judicial branch offices. The Chief Judge shall identify and notify the members who hold the responsibility for management of judicial branch offices. The members shall be present at the initial meeting to assign resources and control the response to an emergency.

2.15 Jury Management Procedures

An emergency may result in the need to assemble a jury using alternative notification, assembling, and compensation methods. The emergency may also have a significant impact on the current and future jury summoning yield. A public health or catastrophic emergency may require the use of alternative jury management procedures, especially when a reduction in person-to-person interactions within the court facility are necessary to diminish the impact of a public health threat. In addition, standard procedures to convene, assemble, and compensate a jury may not be available due to geographical relocation of citizens due to a catastrophic emergency. To ensure a defendant's

rights to a trial by jury are not violated, the Plan shall identify jury management procedures that would be conducted during an emergency, including but not limited to, the following:

1. Notify potential jurors of service;
2. Conduct *voir dire*;
3. Assemble and select a jury with limited person-to-person contact;
4. Conduct jury deliberations; and
5. Compensate jurors for service.

2.16 Human Capital

Personnel may have an adjustment reaction as a result of a catastrophic emergency. Courts may consider offering crisis management services or employee assistance programs through a court sponsored network of services for personnel and their families, including programs to assist non-essential personnel to return to the court following the emergency. Personnel should also be encouraged to develop a family support plan.

3.00 PUBLIC HEALTH EMERGENCY

A public health emergency is distinct from other emergency scenarios since court functions may be dramatically impacted for an extended period of time. Although a public health emergency may not impact physical facilities or tangible resources, the likely temporary unavailability of a significant number of personnel and contagious nature of a disease create special dangers and challenges. The court must manage functions and personnel in a manner that protects the health and safety of everyone at the facility. The courts must continue to operate, even in a very limited sense, to provide a forum for emergency filings and cases which are generated by the issues associated with a public health emergency. Expectations and responsibilities must be communicated to public health officials and coordinated by spokespersons across government agencies. The Plan shall provide a strategy to prepare for, respond to, and recover from a public health emergency where court operations may become drastically impacted for up to 18 months.

3.01 Identification of Health Necessities, Equipment, and Resources

Efforts to maintain a heightened state of readiness and be prepared to respond as needed to a public health emergency is essential to implementing the procedures necessary to reduce or eliminate the primary health threat while continuing to conduct court activities. The Plan shall identify health necessities, equipment, and resources (e.g. food, water, medical supplies, quarantine facilities, decontamination services, etc.) needed or available to manage court functions and personnel in a manner that protects the health and safety of everyone at the facility. A memorandum of agreement (MOA) or letter of intent may be necessary to allow for the loaning of facilities, equipment, or other resources.

3.02 Legal Actions and Procedures

Restrictive measures, such as isolation, detention, or quarantine may become necessary during a public health emergency. The court's responsibility in a public health emergency is to protect the health of many, while safeguarding the due process rights of individuals. The Plan shall ensure the existence of a mechanism to require evaluation of non-compliant persons during a public health emergency and develop administrative procedures to authorize isolation, detention, or quarantine in homes, hospitals, or other designated facilities through legal orders, motions, and/or templates. Procedures should include access to legal counsel and a process for the court to review emergency requests from persons subject to isolation, detention, or quarantine.

3.03 Public Health Education and Testing

Efforts to educate and train court personnel should focus on both the immediate steps to be taken to prepare for a public health emergency and the common-sense health measures that should be followed once a public health emergency occurs. Exercising sustainable social distancing techniques to reduce person-to-person interactions within the court facility to reduce primary health threats when conducting court activities should be included as part of the training exercises. Minimizing exposure to a public health emergency can be facilitated by: developing policies and strategies for isolating and excusing court personnel who become ill at work; allowing unscheduled and non-punitive leave for employees with ill household contacts; restricting business-related travel to affected geographic areas; and establishing guidelines for when employees who have become ill can return to work. The Plan shall include education and testing procedures and resources that are essential to assessing, demonstrating, and improving the response to a public health emergency.

4.00 INFORMATION TECHNOLOGY

Integrity, availability, and confidentiality of electronic information on a distributed network are vital to daily court functions. An Information Technology (IT) assessment is essential when preparing for an emergency. The Plan shall provide for policies and measures to provide controlled access to information technology, mechanisms to monitor dangerous environmental conditions to prevent damage to technology resources, and develop formal methods to upgrade and test existing and backup systems. Activities should be designed to prevent loss of, and mitigate risk to, information systems, databases, and equipment. Procedures shall include preparing an inventory of all systems, equipment, servers, software, etc., which includes identification and prioritization of recovery times.

4.01 Identification of Alternate IT Facilities

In the event the primary IT facility becomes unavailable, IT functions may be relocated to pre-screened and pre-approved alternate facilities, which may include other court facilities within the circuit. A written formalization, such as a memorandum of understanding (MOU) or letter of intent, shall document the arrangement with the alternate facility, where necessary. The environment of the

alternate facility should be considered to ensure the transition of IT functions are completed with a minimal amount of preparation or loss of services. Alternate facilities and environments shall be identified as follows:

1. *Shared Site* - A shared court facility in the circuit or county within the circuit or public site where IT functions can be immediately transferred and function without loss of services to the court;
2. *Hot Site* - An alternate site is connected to the main facility via a high bandwidth communications network and is immediately able to serve as the primary site to provide mission critical IT functions;
3. *Warm Site* - An alternate site has been identified that provides the facility resources (i.e. square footage, electrical, etc.) required to host the mission critical IT functions and equipment, which will require relocation to the facility;
4. *Cold Site* - An alternate site is available with a considerable amount of preparation required to begin mission critical IT functions and services; or
5. *Mobile Site* - An alternate site is self-contained, transportable and custom-fitted with specific telecommunications and IT equipment necessary to host the mission critical IT functions and equipment.

4.02 Infrastructure Redundancy

Infrastructure is the underlying foundation, basic framework, and interconnecting structural elements of technology systems which are fundamental to daily court functions. Those systems, if incapacitated or destroyed, would have a debilitating impact on critical court functions. Infrastructure redundancy ensures the ability of court systems to keep functioning normally in the event of a component failure, by having backup components that perform duplicate court functions. The Plan shall identify the procedures and processes used to ensure redundancy of the infrastructure, including, but not limited to, the following:

1. Backup methodology used on servers;
2. Redundancy within the servers, minicomputers or mainframe equipment (i.e., power supply, network cards, etc.);
3. Redundant Array of Independent Disks (RAID) level used to store databases, documents, or files within the circuit or county within the circuit; and
4. Use of generators and/or uninterruptible power supply equipment to sustain an electrical current.

4.03 Backup Strategies

A backup or copy of automated court information is necessary to prevent considerable inconvenience and/or require replacement or recreation if court data were damaged or destroyed. The backup of operation systems, software applications, programs, and/or production files to media that can be stored both on and/or off-site is critical to resuming court functions in the event of an emergency. Data backups should be considered confidential and should be kept secure from physical damage and

theft. The Plan shall identify the following procedures and processes conducted to ensure the data will be available to meet recovery and restoration objectives if the original data is lost, destroyed, or corrupted:

1. Media used for each backup system, application, program and/or production file;
2. Frequency of full, differential, and/or incremental backup procedures and media rotation frequency;
3. Generate bootable system backups and processes, including emergency repair disks and backup of configuration information; and
4. System verification of backup and the generation of a backup log file.

4.04 Documentation and Responsibilities

Redundancy and backup procedures assist with the court's recovery from an emergency. Practices to protect the data from threatening elements is essential to continuing court functions. The Plan shall document all critical applications, data files, databases, operating systems, servers, etc., that are required to be backed up and stored at an off-site location or for which redundancy functions are performed. Personnel shall be designated to perform the redundancy/backup procedures. Identification of off-site storage facilities are listed in the 2.11.01 Off-site Storage and 4.03.01 Backup Strategies Templates. The following redundancy/backup procedures shall be identified:

1. Assignment of primary and alternate personnel to perform redundancy/backup procedures to critical applications, data files, etc.;
2. Documentation of date and time backup functions performed;
3. Documentation of procedures for backup and restoration of patches and updates for critical court applications; and
4. Procedures to transfer media and redundancy/backup documentation to off-site storage facility.

4.05 Identification of Restoration and Recovery Activities

Restoration and recovery activities focus on measures to execute temporary IT processing capabilities to critical court information, repair damage to the original system, and restore operational capabilities at the original or new court facility. The Plan shall identify and prioritize recovery strategies, which may include, temporary manual processing, operation of court functions on an alternate system, or relocation of IT services to an alternate site, as follows:

1. Identify the priority and sequence to configure new hardware, reload/reconfigure equipment and restore databases, documents, or files from the most recent backup;
2. Identify recovery procedures to restore or recover all necessary items to court operations including electronic documents/records, paper documents/records, and evidence in the court's possession;
3. Identify transition procedures to resume court functions to the original facility; and
4. Review use of servers, minicomputers or mainframe equipment to determine if data could be stored more efficiently.

4.06 Communications Recovery

The ability to communicate with internal and external stakeholders is imperative in the event of an emergency. Restoration or rerouting of the judicial branch telecommunications network, or its components, may become necessary to coordinate recovery efforts. Therefore, it is essential that communications devices be interoperable and redundant, pre-programmed with phone numbers of key internal and external contacts, and alternate communication procedures are available, such as a website dedicated to emergency information. The Plan shall identify the processes and procedures to ensure communications are not disrupted in the event of an emergency.

4.07 Testing and Verification of IT Systems

Testing and verification of IT processes and procedures ensures that technical and security plans are accurate, effective, and sufficient to identify deficiencies. Testing also helps evaluate the ability of IT personnel to implement the recovery plan quickly and effectively. The Plan should be updated to reflect changes to procedures based on lessons learned. Upgrades or other modifications to IT systems, such as changes to external interfaces, shall be included during the next test phase. The following processes shall be included in the test and verification of IT systems:

1. Test backup processes to verify that they comply with backup strategies;
2. Test restore processes to verify databases, documents, and files backed up can be restored and accessed, both at the original court facility and alternate facilities; and
3. Test restoration and recovery procedures using alternate equipment, where appropriate.

5.00 TRAINING, TESTING, AND MAINTENANCE OF THE PLAN

Training encompasses tests of the Plan using simulated and scenario based exercises to rehearse the response to an emergency, and training and education of all judicial branch personnel. Training, testing, and exercising the Plan is necessary to identify gaps and weaknesses, improve the ability of the court to execute its essential functions, train all personnel on preparedness efforts, and rehearse plan activation through simulated exercises.

5.01 Training

A comprehensive readiness program is essential to ensure the preparedness of court personnel who are assigned to carry out essential court functions in the event of an emergency. Court personnel should be trained to perform designated essential functions at an acceptable level of proficiency, particularly if the essential function is not the person's primary, routine function. Training and educating the entire court staff about the Plan and precautionary activities, such as those related to security and public health emergencies, are important to create a culture of preparedness. The Plan shall include the frequency and procedures for training existing and new judicial branch personnel.

5.02 Testing the Emergency Preparedness Plan

Regularly scheduled testing of the Plan and procedures, equipment, and information systems that will support essential court functions is necessary to identify and correct gaps and weaknesses in the Plan. The Plan shall include the frequency and testing procedures to evaluate the following:

1. “Alert and Notification Systems,” including instructions for relocation to designated facilities, with and without warning, and during business and non-business hours;
2. The court’s ability to access critical applications, information systems, and the data management software and equipment necessary to perform essential court functions; and
3. Support services at alternate facilities (i.e., water, electrical power, IT infrastructure, and heating, ventilation and air conditioning systems (HVAC)).

5.03 Personnel Exercises

Exercises are a variety of simulated disasters designed to keep the Plan viable and to improve the ability of court staff to execute the Plan. Exercises are personnel focused and designed to execute the Plan and to evaluate the individual’s performance against the Plan’s standards or objectives. Personnel exercises may include notification and a verbal walk-through of the activation procedures, physical relocation to an alternate facility, or tabletop exercises for court personnel. The Plan should include frequency and procedures to perform exercises related to the Plan’s standards.

5.04 Emergency Preparedness Plan Maintenance

Emergency Preparedness Plan maintenance is essential to ensure that adequate resources necessary to build and strengthen essential court functions are identified and obtained. The Plan shall include a maintenance schedule to ensure the Plan remains viable. The Plan’s maintenance schedule shall include, but is not limited to, the following actions:

1. Cost of updating and testing the Plan;
2. Maintenance and update of Orders of Succession and Delegations of Authority;
3. Updating contact information;
4. Updating alternate facility readiness and off-site storage information;
5. Monitoring and maintaining IT systems;
6. Training existing and new court personnel; and
7. Planning and conducting testing and exercise scenarios.

General Template Instructions

1. A primary and supplemental form is provided for templates that may require the identification of county-specific information. Multi-county circuits should identify county-specific information using a separate supplemental template for each county, where appropriate.
2. Some templates include a field to record an email address for distribution or notification purposes. Please note that exchange or distribution of information via email is not generally secure and could result in the information being intercepted. Therefore, it is recommended that email should not be used as a means of communication to exchange information that might be considered confidential.
3. Some templates include a field to record information for individual court offices or departments, if the requested information applies to the county or circuit, a single template may be completed for the overall plan.
4. All templates include a “Date Completed” field to record the most recent update to the template, allowing the Plan to be updated using individual templates.
5. Some templates include a field to record out-of-area contact information. When requested, this field should include the name and phone number of the emergency contact that might assist in locating personnel that were evacuated to an out-of-area location to ensure their safety in the event of a regional or statewide disaster.
6. All phone numbers should include the area code.
7. Templates should be reproduced as needed.
8. Additional documentation necessary to complete the requirements of the template, such as a memorandum of understanding or letter of intent, should be identified separately and attached as required.

1.01.01 Emergency Preparedness Plan Template

Each Circuit shall have an Emergency Preparedness Plan (Plan). The Plan shall provide procedures for the continuation of essential court services and functions for the circuit and for each court facility. The Chief Judge shall ensure that the Plan, at a minimum, complies with the *Emergency Preparedness Standards for the Illinois Circuit Courts (Standards)*. For security purposes, distribution and access to the Plan shall be limited to the Administrative Office of the Illinois Courts; to personnel necessary to implement the Plan in the event of an emergency; and to emergency management officials of other emergency management agencies and programs as identified in Standard 1.04.

Instructions: Please identify the name/title, contact information, and date the Plan was distributed to an authorized person or agency in each circuit or county within a circuit. In multi-county circuits, the Plan may be distributed to personnel within each circuit/county and/or to specific emergency management agencies.

County: _____ **Date Completed:** _____

Name/Title: _____

Agency: _____ *Date Distributed:* _____

Office Address: _____

City: _____ *State:* _____ *Zip:* _____

Office #: _____ *Office Cell #:* _____

Home #: _____ *Home Cell #:* _____

Email Address(es): _____

Additional Information: _____

Name/Title: _____

Agency: _____ *Date Distributed:* _____

Office Address: _____

City: _____ *State:* _____ *Zip:* _____

Office #: _____ *Office Cell #:* _____

Home #: _____ *Home Cell #:* _____

Email Address(es): _____

Additional Information: _____

1.01.02 Emergency Preparedness Plan Template - Supplemental Form

County: _____ **Date Completed:** _____

Name/Title: _____

Agency: _____ *Date Distributed:* _____

Office Address: _____

City: _____ *State:* _____ *Zip:* _____

Office #: _____ *Office Cell #:* _____

Home #: _____ *Home Cell #:* _____

Email Address(es): _____

Additional Information: _____

Name/Title: _____

Agency: _____ *Date Distributed:* _____

Office Address: _____

City: _____ *State:* _____ *Zip:* _____

Office #: _____ *Office Cell #:* _____

Home #: _____ *Home Cell #:* _____

Email Address(es): _____

Additional Information: _____

Name/Title: _____

Agency: _____ *Date Distributed:* _____

Office Address: _____

City: _____ *State:* _____ *Zip:* _____

Office #: _____ *Office Cell #:* _____

Home #: _____ *Home Cell #:* _____

Email Address(es): _____

Additional Information: _____

1.02.01 Emergency Coordinating Officer Template

Each Judicial Circuit shall have an Emergency Coordinating Officer (ECO) who is responsible for preparing and maintaining the circuit's Plan and ensuring the Plan is coordinated with other federal, state, county, and local emergency management agencies. The Chief Judge may serve as the ECO or designate a person to serve as the ECO for the circuit. Additional personnel may be designated in each county within the circuit to assist the ECO in the development of a circuit-wide Plan.

Instructions: Please identify the name/title and contact information of the Chief Judge and ECO for the circuit. Additional personnel designated in each county to assist the ECO should be identified separately on the 1.02.02 Emergency Coordinating Officer - Supplemental Template - Personnel to Assist the ECO.

Date Completed: _____

Name: Hon. _____ Chief Judge, _____ Judicial Circuit

Office Address: _____

City: _____ State: _____ Zip: _____

Home Address: _____

City: _____ State: _____ Zip: _____

Office #: _____ Office Cell #: _____

Home #: _____ Home Cell #: _____

Email Address(es): _____

Additional Information: _____

ECO Name/Title: _____

Agency: _____

Office Address: _____

City: _____ State: _____ Zip: _____

Home Address: _____

City: _____ State: _____ Zip: _____

Office #: _____ Office Cell #: _____

Home #: _____ Home Cell #: _____

Email Address(es): _____

Additional Information: _____

Note: If the Chief Judge serves as the ECO for the circuit, please indicate that information under the *additional information* section for the Chief Judge.

**1.02.02 Emergency Coordinating Officer Template - Supplemental Form
Personnel to Assist the ECO**

Instructions: Please identify the name/title and contact information for the personnel designated to assist the ECO.

County: _____ **Date Completed:** _____

Name/Title: _____

Agency: _____

Office Address: _____

City: _____ *State:* _____ *Zip:* _____

Office #: _____ *Office Cell #:* _____

Home #: _____ *Home Cell #:* _____

Email Address(es): _____

Additional Information: _____

Name/Title: _____

Agency: _____

Office Address: _____

City: _____ *State:* _____ *Zip:* _____

Office #: _____ *Office Cell #:* _____

Home #: _____ *Home Cell #:* _____

Email Address(es): _____

Additional Information: _____

Name/Title: _____

Agency: _____

Office Address: _____

City: _____ *State:* _____ *Zip:* _____

Office #: _____ *Office Cell #:* _____

Home #: _____ *Home Cell #:* _____

Email Address(es): _____

Additional Information: _____

1.03.01 Submission of the Emergency Preparedness Plan Template

The Chief Judge of each circuit shall annually file an Emergency Preparedness Plan with the Director of the Administrative Office of the Illinois Courts (AOIC). The Plan shall be submitted in a form and manner specified by the Director. Completion of the templates in Section 6.00 shall satisfy the minimum requirements set out in the *Standards*. Any circuit or county within a circuit that has an established emergency management plan or is part of a multi-agency plan which meet the requirements in these *Standards*, may request approval from the Director to accept the plan to satisfy related requirement of the *Standards*.

A revised Plan shall be filed with the Administrative Office within 30 days of any changes in personnel, facilities, procedures, or other information required by the *Standards*.

Instructions: The Emergency Preparedness Plan and changes to the Plan shall be filed with the Administrative Office of the Illinois Courts at the address provided below. Please indicate the date the Plan was originally filed or updated and the form or manner (i.e. diskette, CD, email, U.S. Mail, etc.) in which the Plan was submitted. If individual templates were submitted to update the Plan, please identify which templates were revised in the additional comments section.

Cynthia Y. Cobbs, Director
Administrative Office of the Illinois Courts
3101 Old Jacksonville Road
Springfield, IL 62704

Filed or Revised Date: _____

Form of Submission: _____

Templates Enclosed (Identify the template numbers below):

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Additional Comments: _____

Note: The 1.03.01 Submission of the Emergency Preparedness Plan Template should be included with any updates submitted to the AOIC.

2.01.01 Alert and Notification Procedures Template

Procedures shall be established which enable notification of court personnel that an emergency may or has occurred. The Plan shall include current contact information to enable notification of court personnel in the event of an emergency. One person should be responsible for initiating the alert and notification activities to ensure consistency of information. Electronic alert and notification systems (i.e. website, email, etc.) should be coordinated with IT staff, where available. At a minimum, a phone tree system shall be established to notify court personnel of directions to acquire additional information. The essential personnel identified in the 2.03.01 and 2.03.02 Essential Personnel Templates shall be included in the notification procedures.

Instructions: The Chief Judge or ECO shall initiate the alert and notification activities for the circuit. Please identify the contact information for the primary and alternate personnel who is responsible for each method to be used to distribute information during an emergency and by which system the alert or notification is to be issued (i.e. email, website, call tree, 800 number to post and receive information, etc.). **Complete a separate template for each method of distribution.** In addition to the template, attach narratives of pre-scripted messages to be used for different emergency scenarios (i.e. bomb threat, severe weather, etc.). Call tree distributions require additional information. The supplemental templates 2.01.02 Call Tree Initiation and 2.01.03 Call Tree Recipients shall be used to prioritize and record the contact information for management, personnel, and other parties who are to be notified by telephone.

County: _____ Date Completed: _____

Method of Distribution: _____
(Please complete a separate template for each method of distribution.)

Primary Name/Title: _____

Office #: _____ Office Cell #: _____

Home #: _____ Home Cell #: _____

Email Address(es): _____

Out-of-Area Contact: _____

Additional Information: _____

Alternate Name/Title: _____

Office #: _____ Office Cell #: _____

Home #: _____ Home Cell #: _____

Email Address(es): _____

Out-of-Area Contact: _____

Additional Information: _____

**2.01.02 Alert and Notification Procedures Template - Supplemental Form
Call Tree Initiation**

Instructions: A call tree depicts the calling responsibilities and the calling order used to contact management, personnel, and other parties in the event of an emergency. The primary or alternate distribution person responsible for the call tree method of notification identified in the 2.01.01 Alert and Notification Template shall contact the primary or alternate for each court office/department to initiate the call tree. The primary or alternate person identified to initiate the call tree shall contact the call tree recipients identified in the 2.01.03 Call Tree Recipients Template. Please identify the primary and alternate persons responsible for initiating the call tree, and the cascade order to contact the recipients of information, including name and phone numbers.

County: _____ **Date Completed:** _____

Court Office/Department: _____

Primary Person to Initiate Call Tree

Name/Title: _____

Office #: _____ *Office Cell #:* _____

Home #: _____ *Home Cell #:* _____

Email Address(es): _____

Out-of-Area Contact: _____

Additional Information: _____

Alternate Person to Initiate Call Tree

Name/Title: _____

Office #: _____ *Office Cell #:* _____

Home #: _____ *Home Cell #:* _____

Email Address(es): _____

Out-of-Area Contact: _____

Additional Information: _____

**2.01.03 Alert and Notification Procedures Template - Supplemental Form
Call Tree Recipients**

County: _____ **Date Completed:** _____

Court Office/Department: _____

Instructions: Please identify the personnel and contact information who will be contacted by the primary or alternate person identified to initiate the Call Tree in the 2.01.02 Call Tree Initiation Template.

Call Tree Recipient(s)

Name/Title: _____

Office #: _____ *Office Cell #:* _____

Home #: _____ *Home Cell #:* _____

Email Address(es): _____

Out-of-Area Contact: _____

Additional Information: _____

Name/Title: _____

Office #: _____ *Office Cell #:* _____

Home #: _____ *Home Cell #:* _____

Email Address(es): _____

Out-of-Area Contact: _____

Additional Information: _____

Name/Title: _____

Office #: _____ *Office Cell #:* _____

Home #: _____ *Home Cell #:* _____

Email Address(es): _____

Out-of-Area Contact: _____

Additional Information: _____

2.03.01 Essential Personnel Template

Essential personnel perform duties to sustain and support court functions which must be accomplished during an emergency or following the evacuation of non-essential personnel or civilians from court facilities. The Plan shall identify the primary and alternate personnel, contact information, and assigned duties. Contact with essential personnel should be considered high priority and be conducted through a single channel of communication during an emergency.

Instructions: For each essential function identified in the 2.02.01 and 2.02.02 Essential Court Functions Templates, please identify the person and the contact information for the primary and alternate personnel assigned to perform the duties of the essential function in the event of an emergency. Additional essential personnel not specifically assigned to essential functions should also be identified on the 2.03.02 Essential Personnel Template - Supplemental Form.

County: _____ **Date Completed:** _____

Court Office/Department: _____

Essential Function: _____

(Please list the essential function identified in the 2.02.01 and 2.02.02 Essential Court Function Templates here.)

Primary Name/Title: _____

Agency: _____

Office Address: _____

City: _____ *State:* _____ *Zip:* _____

Office #: _____ *Office Cell #:* _____

Home #: _____ *Home Cell #:* _____

Email Address(es): _____

Out-of-Area Contact: _____

Additional Information: _____

Alternate Name/Title: _____

Agency: _____

Office Address: _____

City: _____ *State:* _____ *Zip:* _____

Office #: _____ *Office Cell #:* _____

Home #: _____ *Home Cell #:* _____

Email Address(es): _____

Out-of-Area Contact: _____

Additional Information: _____

2.03.02 Essential Personnel Template - Supplemental Form

County: _____ **Date Completed:** _____

Court Office/Department: _____

Essential Function: _____

(Please list the essential function identified in the 2.02.01 and 2.02.02 Essential Court Function Templates here.)

Primary Name/Title: _____

Agency: _____

Office Address: _____

City: _____ *State:* _____ *Zip:* _____

Office #: _____ *Office Cell #:* _____

Home #: _____ *Home Cell #:* _____

Email Address(es): _____

Out-of-Area Contact: _____

Additional Information: _____

Alternate Name/Title: _____

Agency: _____

Office Address: _____

City: _____ *State:* _____ *Zip:* _____

Office #: _____ *Office Cell #:* _____

Home #: _____ *Home Cell #:* _____

Email Address(es): _____

Out-of-Area Contact: _____

Additional Information: _____

2.04.01 Trained Personnel Template

In an emergency, it may be beneficial to utilize court personnel who are trained in particular emergency services (i.e. CPR, volunteer firefighter, food preparation, security, notary, etc.). The Plan may identify those personnel who have been trained and a procedure to update or maintain certifications related to his/her training.

Instructions: Please identify the name, contact information, specialized emergency training or certifications, including expiration dates, held for any court personnel that may be utilized in the event of an emergency. Copies of personnel certifications may be attached to the circuit's Plan and recorded in the additional information field but should **not** be attached to the Plan filed with the AOIC.

County: _____ **Date Completed:** _____

Court Office/Department: _____

Emergency Training/Certification: _____

Name/Title: _____

Agency: _____

Office Address: _____

City: _____ *State:* _____ *Zip:* _____

Office #: _____ *Office Cell #:* _____

Email Address(es): _____

Additional Information (Expiration date): _____

Emergency Training/Certification: _____

Name/Title: _____

Agency: _____

Office Address: _____

City: _____ *State:* _____ *Zip:* _____

Office #: _____ *Office Cell #:* _____

Email Address(es): _____

Additional Information (Expiration date): _____

2.04.02 Trained Personnel Template - Supplemental Form

County: _____ **Date Completed:** _____

Court Office/Department: _____

Emergency Training/Certification: _____

Name/Title: _____

Agency: _____

Office Address: _____

City: _____ *State:* _____ *Zip:* _____

Office #: _____ *Office Cell #:* _____

Email Address(es): _____

Additional Information (Expiration date): _____

Emergency Training/Certification: _____

Name/Title: _____

Agency: _____

Office Address: _____

City: _____ *State:* _____ *Zip:* _____

Office #: _____ *Office Cell #:* _____

Email Address(es): _____

Additional Information (Expiration date): _____

Emergency Training/Certification: _____

Name/Title: _____

Agency: _____

Office Address: _____

City: _____ *State:* _____ *Zip:* _____

Office #: _____ *Office Cell #:* _____

Email Address(es): _____

Additional Information (Expiration date): _____

2.06.01 Media Communications Template

Communication procedures with the media shall be established to gather and verify information during an emergency to ensure accurate information is available to decision makers and release to the public. One person (i.e. public information officer) shall be responsible for coordinating communication activities and public announcements to ensure consistency of the information. The Plan shall identify the media through which information regarding court activities will be assembled and disseminated in the event of an emergency.

Instructions: The Chief Judge or ECO shall coordinate the communication procedures for the circuit between the court and public. Please identify the primary and alternate public information officer and contact information for the person responsible for receiving and disseminating information to decision makers and the public. The supplemental templates 2.06.02 and 2.06.03 Media Contact List shall be used to identify media contacts that may be used to disseminate information during an emergency.

County: _____ **Date Completed:** _____

Primary Name/Title: _____

Agency: _____

Office Address: _____

City: _____ State: _____ Zip: _____

Home Address: _____

City: _____ State: _____ Zip: _____

Office #: _____ Office Cell #: _____

Home #: _____ Home Cell #: _____

Email Address(es): _____

Additional Information: _____

Alternate Name/Title: _____

Agency: _____

Office Address: _____

City: _____ State: _____ Zip: _____

Home Address: _____

City: _____ State: _____ Zip: _____

Office #: _____ Office Cell #: _____

Home #: _____ Home Cell #: _____

Email Address(es): _____

Additional Information: _____

**2.06.02 Media Communications Template - Supplemental Form
Media Contact List**

Instructions: Please identify the medium (i.e. newspaper, television, radio, etc.) and contact information for all media who may receive or disseminate information for the court in the event of an emergency.

County: _____ **Date Completed:** _____

Medium: _____

Agency: _____

Contact Name/Title: _____

Office #: _____ *Office Cell #:* _____

Email Address(es): _____

Additional Information: _____

Agency: _____

Contact Name/Title: _____

Office #: _____ *Office Cell #:* _____

Email Address(es): _____

Additional Information: _____

Agency: _____

Contact Name/Title: _____

Office #: _____ *Office Cell #:* _____

Email Address(es): _____

Additional Information: _____

Agency: _____

Contact Name/Title: _____

Office #: _____ *Office Cell #:* _____

Email Address(es): _____

Additional Information: _____

2.07.01 Court Facility Closure Template

The Supreme Court of Illinois has established procedures for court facility closures. The Chief Judge shall submit notification of the closure pursuant to the *Supreme Court of Illinois Emergency Closing Policy and Procedures*, as amended, when weather or other hazardous or emergency conditions compromise the safety or welfare of personnel or citizens.

Instructions: The Court Facility Closure Template is instructional only. For complete information regarding closing a judicial branch office, please review the *Supreme Court of Illinois Emergency Closing Policy and Procedures* attached as Appendix A.

The following outlines levels of authority and protocols to request an emergency closing during what would be normal business hours for circuit courts:

The Chief Circuit Judge has the authority to close a circuit court. The administrative authority (e.g. Presiding Judge or Trial Court Administrator) may request an emergency closing. The request must be approved by the Chief Circuit Judge. A copy of the approved request must be transmitted to the Chief Justice, Supreme Court Justice over the District, and to the Director of the Administrative Office of Illinois Courts. When requesting an emergency closing, the Request to Modify Hours/Close Judicial Branch Office form must be used. Oral requests may be made and approved. Such requests shall also address the evaluation criteria contained on the form. The completed written form must follow at the first opportunity.

2.08.01 Relief from Mandatory Judicial Requirements Template

In the event a court facility is closed due to an emergency, procedures shall be established to facilitate requests to suspend, toll, or otherwise grant relief from time deadlines imposed by statutes and rules. This may include, but is not limited to, those procedures affecting speedy trials in criminal and juvenile proceedings, civil process and proceedings, and appellate time limitations. Requests for relief from constitutional or other mandatory judicial requirements shall be made by the Chief Judge of the circuit to the Director of the Administrative Office of the Illinois Courts for consideration by the Illinois Supreme Court.

Instructions: The Relief from Mandatory Judicial Requirements Template is instructional only. The Chief Judge of the circuit shall submit any request for relief from mandatory judicial requirements to the Director of the Administrative Office of the Illinois Courts in writing for consideration by the Illinois Supreme Court. It is recommended that orders be drafted in preparation of signature and attached to the Plan to assure a timely response of relief.

The request shall be mailed or faxed to:

Cynthia Y. Cobbs, Director
Administrative Office of the Illinois Courts
222 N. LaSalle Street, 13th Floor
Chicago, IL 60601
Fax: 312-793-1335

2.09.01 Alternate Court Facility Template

In the event the primary court facilities become unavailable, essential court functions may be relocated to pre-approved alternate facilities. Other court facilities within the circuit may serve this purpose. A written formalization, such as a memorandum of understanding (MOU) or letter of intent, shall document the arrangement for the use of the alternate facility.

The Plan shall include specific procedures for the relocation of court proceedings in the event an emergency makes the usual court facilities unavailable for longer than 24 hours. Selection of alternate facilities should take into consideration, to the extent practical, the standards identified in the *Minimum Courtroom Standards in the State of Illinois* as adopted by the Supreme Court of Illinois, January 1993, and the *Court Security Guidelines in the State of Illinois* as adopted by the Supreme Court of Illinois, March 1994.

Instructions: Essential functions are identified and prioritized in the 2.02.01 and 2.02.02 Essential Court Functions Templates. Where required, identify the current court facility and at least two alternate facilities and the location and logistics of each for which essential court functions would be resumed in the event the current court facility is unavailable. One alternate site should be located outside the geographical area of the current facility. Courts should consider four typical emergency scenarios when selecting alternate facilities: (1) building only impacted; (2) local area impacted; (3) regional area impacted; and (4) public health emergency.

Additional alternate facilities not specifically assigned to essential functions should also be identified on the Alternate Court Facility Template - Supplemental Form. Maps to each site should be included or accessible. Copies of MOU's, letters of intent, and maps should be incorporated in the circuit's Plan and recorded in the additional information field but **not** attached to the circuit's Plan filed with the AOIC.

The following selection criteria may be helpful when evaluating possible alternate facilities:

1. Square footage required to perform court functions (i.e. courtrooms, storage, etc.);
2. Support services (i.e. custodial, technical, etc.);
3. Site agreement or MOU/letter of intent requirement;
4. Activation timeframe for relocation;
5. Budget requirements (i.e. cost for space, utilities, etc.);
6. Floor plans;
7. Condition of facility (i.e. mechanical, structural, etc.);
8. Physical security;
9. Utilities (i.e. water, electric, gas, etc.);
10. Handicap accessibility;
11. Furniture and furnishings;
12. Employee and public parking; and
13. Renovations required.

2.09.02 Alternate Court Facility Template - Supplemental Form

County: _____ **Date Completed:** _____

Court Office/Department: _____

Essential Function: _____

Current Court Facility: _____

Address: _____

City: _____ *State:* _____ *Zip:* _____

Additional Information: _____

Alternate Court Facility (1) : _____

Address: _____

City: _____ *State:* _____ *Zip:* _____

Contact Name/Title: _____

Office #: _____ *Office Cell #:* _____

Email Address(es) : _____

Additional Information: _____

Alternate Court Facility (2) : _____

Address: _____

City: _____ *State:* _____ *Zip:* _____

Contact Name/Title: _____

Office #: _____ *Office Cell #:* _____

Email Address(es) : _____

Additional Information: _____

Alternate Court Facility (3) : _____

Address: _____

City: _____ *State:* _____ *Zip:* _____

Contact Name/Title: _____

Office #: _____ *Office Cell #:* _____

Email Address(es) : _____

Additional Information: _____

2.10.01 Office Resource Replacement and Repair Template

The availability of office resources (e.g. office supplies, storage, telephones, copy equipment, etc.) necessary for the effective operation of the court should be identified in the event an emergency prohibits continued operation of the court in its usual location or condition.

Instructions: Please identify the office resource and contact information of the person or agency that would provide the resource, provide repair services, or supply replacements.

County: _____ **Date Completed:** _____

Office Resource: _____

Agency: _____

Name/Title: _____

Office #: _____ *Office Cell #:* _____

Email Address(es): _____

Additional Information: _____

Office Resource: _____

Agency: _____

Name/Title: _____

Office #: _____ *Office Cell #:* _____

Email Address(es): _____

Additional Information: _____

Office Resource: _____

Agency: _____

Name/Title: _____

Office #: _____ *Office Cell #:* _____

Email Address(es): _____

Additional Information: _____

Office Resource: _____

Agency: _____

Name/Title: _____

Office #: _____ *Office Cell #:* _____

Email Address(es): _____

Additional Information: _____

2.10.02 Office Resource Replacement and Repair Template - Supplemental Form

County: _____ **Date Completed:** _____

Office Resource: _____

Agency: _____

Name/Title: _____

Office #: _____ *Office Cell #:* _____

Email Address(es): _____

Additional Information: _____

Office Resource: _____

Agency: _____

Name/Title: _____

Office #: _____ *Office Cell #:* _____

Email Address(es): _____

Additional Information: _____

Office Resource: _____

Agency: _____

Name/Title: _____

Office #: _____ *Office Cell #:* _____

Email Address(es): _____

Additional Information: _____

Office Resource: _____

Agency: _____

Name/Title: _____

Office #: _____ *Office Cell #:* _____

Email Address(es): _____

Additional Information: _____

2.11.01 Off-site Storage Template

Off-site storage is a physical location sufficiently distanced away from the primary court facility to ensure information is protected. Duplicated, redundant, and backup information and materials may be maintained at off-site storage. Copies of essential information and materials, as designated by the Chief Judge, shall be kept at off-site storage and procedures for maintenance and access shall be included in the Plan.

Examples of essential information and materials are as follows (additional issues regarding information technology are identified in Section 4.00):

1. Copy of the circuit's Emergency Preparedness Plan(s);
2. List of all employees, job descriptions and assignments, including contact information;
3. Personnel records (e.g. health, retirement, payroll, attendance, etc.);
4. Notification list and call sequence or phone tree information (e.g. AOIC, security firm, police, fire, etc.);
5. Copies of union contracts, vendor lists and agreements, insurance policies, system user's manuals, and maintenance agreements;
6. Floor plans of primary and alternate facilities;
7. Copies of essential forms, files, and supplies (e.g. clerk's file stamp and court seal, signature stamp, checks, receipts, etc.);
8. Inventory of assets (e.g. equipment, hardware, furnishings); and
9. Backup of automated information (e.g. data files, databases, operating systems, servers, etc.).

Instructions: Please indicate the location and contact information of the off-site storage facility. Maps to the off-site storage facility should be included or accessible and included in the *additional information* field but **not** attached to the Plan filed with the AOIC. The name/title and contact information of the person(s) who have access to the information shall be included in the supplemental template 2.11.02 Off-site Storage Access. Specific information and materials stored at the off-site storage location and procedures for maintenance shall be included in the supplemental template 2.11.03 Off-site Storage Essential Information and Materials.

County: _____ **Date Completed:** _____

Agency/Facility Name: _____

Address: _____

City: _____ *State:* _____ *Zip:* _____

Contact Name/Title: _____

Office #: _____ *Office Cell #:* _____

Email Address(es): _____

Additional Information: _____

**2.11.02 Off-site Storage Template - Supplemental Form
Personnel with Access to Off-site Storage**

Instructions: Please indicate the name/title and contact information of all personnel who have access to information stored at the off-site storage location identified in the 2.11.01 Off-site Storage template.

County: _____ **Date Completed:** _____

Name/Title: _____

Agency: _____

Office Address: _____

City: _____ *State:* _____ *Zip:* _____

Home Address: _____

City: _____ *State:* _____ *Zip:* _____

Office #: _____ *Office Cell #:* _____

Home #: _____ *Home Cell #:* _____

Email Address(es): _____

Out-of-Area Contact: _____

Additional Information: _____

Name/Title: _____

Agency: _____

Office Address: _____

City: _____ *State:* _____ *Zip:* _____

Home Address: _____

City: _____ *State:* _____ *Zip:* _____

Office #: _____ *Office Cell #:* _____

Home #: _____ *Home Cell #:* _____

Email Address(es): _____

Out-of-Area Contact: _____

Additional Information: _____

**2.11.03 Off-site Storage Template - Supplemental Form
Essential Information and Materials**

Instructions: Please indicate the essential information or materials stored at the off-site storage facility identified in the 2.11.01 Off-Site Storage Template and maintenance procedures that include: identification of the personnel assigned to update and maintain the information and the frequency for which the information should be updated. Where appropriate, attach a detailed description of maintenance procedures.

County: _____ **Date Completed:** _____

Stored Information/Materials: _____

Personnel Assigned: _____ *Frequency:* _____

Maintenance Procedures: _____

Stored Information/Materials: _____

Personnel Assigned: _____ *Frequency:* _____

Maintenance Procedures: _____

Stored Information/Materials: _____

Personnel Assigned: _____ *Frequency:* _____

Maintenance Procedures: _____

Stored Information/Materials: _____

Personnel Assigned: _____ *Frequency:* _____

Maintenance Procedures: _____

Stored Information/Materials: _____

Personnel Assigned: _____ *Frequency:* _____

Maintenance Procedures: _____

Stored Information/Materials: _____

Personnel Assigned: _____ *Frequency:* _____

Maintenance Procedures: _____

2.12.01 Order of Succession Template

An Order of Succession is essential to ensure that all affected court personnel are aware of who is in charge. The court should identify a continuous or next-in-command structure for key personnel and continuity of operations. The order of succession should be written and revert to the original leadership when conditions return to the pre-emergency status.

Instructions: Please identify an order of succession for key leadership positions by listing the title, name and contact information of the current and alternate personnel for each leadership position. Include detailed information regarding succession procedures that will include: the conditions under which succession will take place or terminate, method of notification, and any temporal, geographical, or organizational limitations of authorities.

2.12.02 Order of Succession Template - Supplemental Form

County: _____ **Date Completed:** _____

Court Office/Department: _____

Title/Position: _____

Name of Current Position Holder: _____

Office Address: _____

City: _____ *State:* _____ *Zip:* _____

Office #: _____ *Office Cell #:* _____

Home #: _____ *Home Cell #:* _____

Email Address(es): _____

Out-of-Area Contact: _____

Succession Procedures: _____

Name of Alternate Position Holder (1): _____

Office Address: _____

City: _____ *State:* _____ *Zip:* _____

Office #: _____ *Office Cell #:* _____

Home #: _____ *Home Cell #:* _____

Email Address(es): _____

Out-of-Area Contact: _____

Succession Procedures: _____

Name of Alternate Position Holder (2): _____

Office Address: _____

City: _____ *State:* _____ *Zip:* _____

Office #: _____ *Office Cell #:* _____

Home #: _____ *Home Cell #:* _____

Email Address(es): _____

Out-of-Area Contact: _____

Succession Procedures: _____

2.13.01 Delegation of Authority Template

A process for delegation of authority shall be established to facilitate an immediate response to an emergency. The court shall pre-delegate authority for administrative decision-making at all levels of the court's organizational structure, particularly as it pertains to procurement and human resource management. Any delegation of authority shall terminate as soon as the primary designee is able to resume his/her responsibilities. A review of the delegations of authority shall be completed annually or updated as necessary.

Instructions: Please identify the functions for which administrative decision making has been pre-delegated to certain personnel at organizational and field levels and the alternate personnel identified to perform the delegated function in an emergency. Include delegation procedures regarding the circumstances under which the authorities would be exercised or terminated, method of notification, and delineation of the limits of authority and accountability.

2.13.02 Delegation of Authority Template - Supplemental Form

County: _____ **Date Completed:** _____

Court Office/Department: _____

Delegated Authority/Function: _____

Primary Name/Title: _____

Office Address: _____

City: _____ *State:* _____ *Zip:* _____

Office #: _____ *Office Cell #:* _____

Home #: _____ *Home Cell #:* _____

Email Address(es): _____

Out-of-Area Contact: _____

Delegation Procedures: _____

Alternate Name/Title (1): _____

Office Address: _____

City: _____ *State:* _____ *Zip:* _____

Office #: _____ *Office Cell #:* _____

Home #: _____ *Home Cell #:* _____

Email Address(es): _____

Out-of-Area Contact: _____

Delegation Procedures: _____

Alternate Name/Title (2): _____

Office Address: _____

City: _____ *State:* _____ *Zip:* _____

Office #: _____ *Office Cell #:* _____

Home #: _____ *Home Cell #:* _____

Email Address(es): _____

Out-of-Area Contact: _____

Delegation Procedures: _____

2.14.01 Judicial Branch Management Command Center Template

To ensure the continuation of court functions during an emergency, one or more Judicial Branch Management Command Centers (Center) shall be established. The Center shall serve as the initial meeting place to discuss the emergency management response and provide direction to judicial branch offices. The Chief Judge shall identify and notify the members who hold the responsibility for management of judicial branch offices. The members shall be present at the initial meeting to assign resources and control the response to an emergency.

Instructions: Please identify the primary facility and location of the Judicial Branch Management Command Center. Alternate Command Center facilities should be sufficiently distanced away from the primary location to ensure that judicial branch management can meet in the event the primary facility is unusable. Where appropriate, maps to alternate Command Centers and a copy of the Plan should be included or accessible and included in the *additional information* field but **not** attached to the Plan filed with the AOIC. Members who shall attend meetings held at the Center shall be identified in the supplemental template 2.14.02 Judicial Branch Management Command Center - Judicial Branch Management Members.

County: _____ **Date Completed:** _____

Command Center Facility: _____

Address: _____

City: _____ **State:** _____ **Zip:** _____

Contact Name/Title: _____

Office #: _____ **Office Cell #:** _____

Additional Information: _____

Alternate Command Center Facility (1): _____

Address: _____

City: _____ **State:** _____ **Zip:** _____

Contact Name/Title: _____

Office #: _____ **Office Cell #:** _____

Additional Information: _____

Alternate Command Center Facility (2): _____

Address: _____

City: _____ **State:** _____ **Zip:** _____

Contact Name/Title: _____

Office #: _____ **Office Cell #:** _____

Additional Information: _____

**2.14.02 Judicial Branch Management Command Center Template - Supplemental Form
Judicial Branch Management Members**

Instructions: Please identify the name/title and contact information of judicial branch management who have been identified as members who shall attend emergency meetings called by the Chief Judge or ECO in the Judicial Branch Management Command Center.

County: _____ **Date Completed:** _____

Name/Title: _____

Agency: _____

Office Address: _____

City: _____ *State:* _____ *Zip:* _____

Home Address: _____

City: _____ *State:* _____ *Zip:* _____

Office #: _____ *Office Cell #:* _____

Home #: _____ *Home Cell #:* _____

Email Address(es): _____

Out-of-Area Contact: _____

Additional Information: _____

Name/Title: _____

Agency: _____

Office Address: _____

City: _____ *State:* _____ *Zip:* _____

Home Address: _____

City: _____ *State:* _____ *Zip:* _____

Office #: _____ *Office Cell #:* _____

Home #: _____ *Home Cell #:* _____

Email Address(es): _____

Out-of-Area Contact: _____

Additional Information: _____

2.15.01 Jury Management Procedures Template

An emergency may result in the need to assemble a jury using alternative notification, assembling, and compensation methods. The emergency may also have a significant impact on the current and future jury summoning yield. A public health or catastrophic emergency may require the use of alternative jury management procedures, especially when a reduction in person-to-person interactions within the court facility are necessary to diminish the impact of a public health threat. In addition, standard procedures to convene, assemble, and compensate a jury may not be available due to geographical relocation of citizens due to a catastrophic emergency. To ensure a defendant's rights to a trial by jury are not violated, the Plan shall identify jury management procedures that would be conducted during an emergency, including but not limited to, the following:

1. Notify potential jurors of service;
2. Conduct *voir dire*;
3. Assemble and select a jury with limited person-to-person contact;
4. Conduct jury deliberations; and
5. Compensate jurors for service.

Instructions: The Jury Management Procedures Template is instructional only. Please attach a description of the procedures that would be instituted in the event an emergency impacts convening, assembling, or compensating a jury.

2.16.01 Human Capital Template

Personnel may have an adjustment reaction as a result of a catastrophic emergency. Courts may consider offering crisis management services or employee assistance programs through a court sponsored network of services for personnel and their families, including programs to assist non-essential personnel to return to the court following the emergency. Personnel should also be encouraged to develop a family support plan.

Instructions: The Human Capital Template is instructional only. Please attach a description of crisis management services or employee assistance programs that may assist personnel and their families transfer from emergency operating status to normal operating status.

3.01.01 Identification of Health Necessities, Equipment, and Resources Template

Efforts to maintain a heightened state of readiness and be prepared to respond as needed to a public health emergency is essential to implementing the procedures necessary to reduce or eliminate the primary health threat while continuing to conduct court activities. The Plan shall identify health necessities, equipment, and resources (e.g. food, water, medical supplies, quarantine facilities, decontamination services, etc.) needed or available to manage court functions and personnel in a manner that protects the health and safety of everyone at the facility. A memorandum of understanding (MOU) or letter of intent may be necessary to allow for the loaning of facilities, equipment, or other resources.

Instructions: Please identify the health necessities, equipment, and resources and the contact information of the person or agency that would provide the resource or service. Copies of MOU's or letter's of intent should be incorporated in the circuit's Plan and recorded in the additional information but **not** attached to the circuit's Plan filed with the AOIC.

County: _____ **Date Completed:** _____

Health Resource/Service: _____

Agency: _____

Name/Title: _____

Office #: _____ *Office Cell #:* _____

Email Address(es): _____

Additional Information: _____

Health Resource/Service: _____

Agency: _____

Name/Title: _____

Office #: _____ *Office Cell #:* _____

Email Address(es): _____

Additional Information: _____

Health Resource/Service: _____

Agency: _____

Name/Title: _____

Office #: _____ *Office Cell #:* _____

Email Address(es): _____

Additional Information: _____

3.01.02 Identification of Health Necessities, Equipment, and Resources Template - Supplemental Form

County: _____ **Date Completed:** _____

Health Resource/Service: _____

Agency: _____

Name/Title: _____

Office #: _____ *Office Cell #:* _____

Email Address(es): _____

Additional Information: _____

Health Resource/Service: _____

Agency: _____

Name/Title: _____

Office #: _____ *Office Cell #:* _____

Email Address(es): _____

Additional Information: _____

Health Resource/Service: _____

Agency: _____

Name/Title: _____

Office #: _____ *Office Cell #:* _____

Email Address(es): _____

Additional Information: _____

Health Resource/Service: _____

Agency: _____

Name/Title: _____

Office #: _____ *Office Cell #:* _____

Email Address(es): _____

Additional Information: _____

3.02.01 Legal Actions and Procedures Template

Restrictive measures, such as isolation, detention, or quarantine may become necessary during a public health emergency. The court's responsibility in a public health emergency is to protect the health of many, while safeguarding the due process rights of individuals. The Plan shall ensure the existence of a mechanism to require evaluation of non-compliant persons during a public health emergency and develop administrative procedures to authorize isolation, detention, or quarantine in homes, hospitals, or other designated facilities through legal orders, motions, and/or templates. Procedures should include access to legal counsel and a process for the court to review emergency requests from persons subject to isolation, detention, or quarantine.

Instructions: The Legal Actions and Procedures Template is instructional only. Please attach a description of the procedures that would be instituted in the event a public health emergency would require isolation, detention or quarantine of individuals.

3.03.01 Public Health Education and Testing Template

Efforts to educate and train court personnel should focus on both the immediate steps to be taken to prepare for a public health emergency and the common-sense health measures that should be followed once a public health emergency occurs. Exercising sustainable social distancing techniques to reduce person-to-person interactions within the court facility to reduce the primary health threats when conducting court activities should be included as part of the training exercises. Minimizing exposure to a public health emergency can be facilitated by: developing policies and strategies for isolating and excusing court personnel who become ill at work; allowing unscheduled and non-punitive leave for employees with ill household contacts; restricting business-related travel to affected geographic areas; and establishing guidelines for when employees who have become ill can return to work. The Plan shall include education and testing procedures and resources that are essential to assessing, demonstrating, and improving the response to a public health emergency.

Instructions: The Public Health Education and Testing Template is instructional only. Please attach a description of the education and testing activities that will ensure personnel are trained to prepare for a public health emergency and to reduce person-to-person interactions within the court facility in the event of a public health emergency.

The following should be considered when developing an education and testing program:

1. Development, implementation, and rehearsal of a telecommute program for the performance of essential functions;
2. Deployment of necessary equipment (i.e. laptops, printers, Internet connection, web cams, etc.);
3. Development and dissemination of human resource policies that:
 - require sick employees to stay home (self-quarantine)
 - address admission to the court facility by sick public
 - address Illinois' quarantine and isolation policies
 - establish compensation policies (i.e. how long non-essential personnel will be paid, sick leave, family care leave, etc.);
4. Expanded vendor list in the event the vendor has a high absenteeism rate;
5. Training to ensure that personnel know and understand response policies;
6. Purchase of health related supplies (i.e. hand sanitizers, gloves, face masks, etc.); and
7. Training personnel on social distancing techniques to reduce person-to-person interactions.

4.01.01 Identification of Alternate IT Facilities Template

In the event the primary IT facility becomes unavailable, IT functions may be relocated to pre-screened and pre-approved alternate facilities, which may include other court facilities within the circuit. A written formalization, such as a memorandum of understanding (MOU) or letter of intent, shall document the arrangement with the alternate facility, where necessary. The environment of the alternate facility should be considered to ensure the transition of IT functions are completed with a minimal amount of preparation or loss of services. Alternate facilities and environments shall be identified as follows:

1. *Shared Site* - A shared court facility in the circuit or county within the circuit or public site where IT functions can be immediately transferred and function without loss of services to the court;
2. *Hot Site* - An alternate site is connected to the main facility via a high bandwidth communications network and is immediately able to serve as the primary site to provide mission critical IT functions;
3. *Warm Site* - An alternate site has been identified that provides the facility resources (i.e. square footage, electrical, etc.) required to host the mission critical IT functions and equipment, which will require relocation to the facility;
4. *Cold Site* - An alternate site is available with a considerable amount of preparation required to begin mission critical IT functions and services; or
5. *Mobile Site* - An alternate site is self-contained, transportable and custom-fitted with specific telecommunications and IT equipment necessary to host the mission critical IT functions and equipment.

Instructions: Identify the current IT facility and at least two alternate facilities and the location, site environment, and logistics of each for which IT functions would be resumed in the event the current IT facility is unavailable. One alternate site should be located outside the geographical area of the current facility. Maps to each site should be included or accessible. Copies of MOU's, letters of intent, and maps should be incorporated in the circuit's Plan and included in the additional comments but **not** attached to the circuit's Plan filed with the AOIC.

4.01.02 Identification of Alternate IT Facilities Template - Supplemental Form

County: _____ **Date Completed:** _____

Please complete a separate template for each IT Facility

Current IT Facility: _____

Address: _____

City: _____ *State:* _____ *Zip:* _____

Additional Information: _____

Alternate IT Facility (1) : _____

Site Environment: Shared Hot Warm Cold Mobile

Address: _____

City: _____ *State:* _____ *Zip:* _____

Contact Name/Title: _____

Office #: _____ *Office Cell #:* _____

Email Address(es): _____

Additional Information: _____

Alternate IT Facility (2) : _____

Site Environment: Shared Hot Warm Cold Mobile

Address: _____

City: _____ *State:* _____ *Zip:* _____

Contact Name/Title: _____

Office #: _____ *Office Cell #:* _____

Email Address(es): _____

Additional Information: _____

Alternate IT Facility (3) : _____

Site Environment: Shared Hot Warm Cold Mobile

Address: _____

City: _____ *State:* _____ *Zip:* _____

Contact Name/Title: _____

Office #: _____ *Office Cell #:* _____

Email Address(es): _____

Additional Information: _____

4.02.01 Infrastructure Redundancy Template

Infrastructure is the underlying foundation, basic framework, and interconnecting structural elements of technology systems which are fundamental to daily court functions. Those systems, if incapacitated or destroyed, would have a debilitating impact on critical court functions. Infrastructure redundancy ensures the ability of court systems to keep functioning normally in the event of a component failure, by having backup components that perform duplicate court functions. The Plan shall identify the procedures and processes used to ensure redundancy of the infrastructure, including, but not limited to, the following:

1. Backup methodology used on servers;
2. Redundancy within the servers, minicomputers or mainframe equipment (i.e., power supply, network cards, etc.);
3. Redundant Array of Independent Disks (RAID) level used to store databases, documents, or files within the circuit or county within the circuit; and
4. Use of generators and/or uninterruptible power supply equipment to sustain an electrical current.

Instructions: The Infrastructure Redundancy Template is instructional only. Please attach a description of the infrastructure design to ensure the infrastructure can be recreated in the event of an emergency.

4.03.01 Backup Strategies Template

A backup or copy of automated court information is necessary to prevent considerable inconvenience and/or require replacement or recreation if court data were damaged or destroyed. The backup of operation systems, software applications, programs, and/or production files to media that can be stored both on and/or off-site is critical to resuming court functions in the event of an emergency. Data backups should be considered confidential and should be kept secure from physical damage and theft. The Plan shall identify the following procedures and processes conducted to ensure the data will be available to meet recovery and restoration objectives if the original data is lost, destroyed, or corrupted:

1. Media used for each backup system, application, program and/or production file;
2. Frequency of full, differential, and/or incremental backup procedures and media rotation frequency;
3. Generate bootable system backups and processes, including emergency repair disks and backup of configuration information; and
4. System verification of backup and the generation of a backup log file.

Instructions: If data backups are stored separately from information and materials in the off-site storage identified in the 2.11.01 Off-site Storage Template, please indicate the location and contact information of the location where data backups are stored. The name/title and contact information of the person(s) who have access to the data shall be included in the supplemental template 4.03.02 Data Backup Access. A description of the activities performed to ensure the data is backed up and will be available to meet recovery and restoration objectives shall be individually attached to the template.

County: _____ **Date Completed:** _____

Agency: _____

Address: _____

City: _____ *State:* _____ *Zip:* _____

Contact Name/Title: _____

Office #: _____ *Office Cell #:* _____

Email Address(es): _____

Additional Information: _____

**4.03.02 Backup Strategies Template - Supplemental Form
Data Backup Access**

Instructions: Please indicate the name/title and contact information of all personnel who have access to data backups at an stored off-site facility.

County: _____ **Date Completed:** _____

Name/Title: _____

Agency: _____

Office Address: _____

City: _____ *State:* _____ *Zip:* _____

Home Address: _____

City: _____ *State:* _____ *Zip:* _____

Office #: _____ *Office Cell #:* _____

Home #: _____ *Home Cell #:* _____

Email Address(es): _____

Out-of-Area Contact: _____

Additional Information: _____

Name/Title: _____

Agency: _____

Office Address: _____

City: _____ *State:* _____ *Zip:* _____

Home Address: _____

City: _____ *State:* _____ *Zip:* _____

Office #: _____ *Office Cell #:* _____

Home #: _____ *Home Cell #:* _____

Email Address(es): _____

Out-of-Area Contact: _____

Additional Information: _____

4.04.01 Documentation and Responsibilities Template

Redundancy and backup procedures assist with the court's recovery from an emergency. Practices to protect the data from threatening elements is essential to continuing court functions. The Plan shall document all critical applications, data files, databases, operating systems, servers, etc., that are required to be backed up and stored at an off-site location or for which redundancy functions are performed. Personnel shall be designated to perform the redundancy/backup procedures. Identification of off-site storage facilities are listed in the 2.11.01 Off-site Storage and 4.03.01 Backup Strategies Templates. The following redundancy/backup procedures shall be identified:

1. Assignment of primary and alternate personnel to perform redundancy/backup procedures to critical applications, data files, etc.;
2. Documentation of date and time backup functions performed;
3. Documentation of procedures for backup and restoration of patches and updates for critical court applications; and
4. Procedures to transfer media and redundancy/backup documentation to off-site storage facility.

Instructions: For each critical IT application requiring backup and documentation, please identify the primary and alternate personnel responsible to perform the backup procedures, frequency of the backup (including dates and times), update/patch installation procedures, procedures to transfer media to off-site storage and primary and backup storage mediums. Where necessary, attach a detailed description of additional information regarding update/backup of critical IT applications.

County: _____ **Date Completed:** _____

Critical Application: _____

Primary Personnel to Perform Backup: _____

Office #: _____ *Office Cell #:* _____

Email Address(es): _____

Alternate Personnel to Perform Backup: _____

Office #: _____ *Office Cell #:* _____

Email Address(es): _____

Frequency: _____

Update/Patch Installation Procedures: _____

Transfer of Media to Off-site Storage Procedures: _____

Primary Storage Medium: _____

Backup Storage Medium: _____

4.04.02 Documentation and Responsibilities Template - Supplemental Form

County: _____ **Date Completed:** _____

Critical Application: _____

Primary Personnel to Perform Backup: _____

Office #: _____ *Office Cell #:* _____

Email Address(es): _____

Alternate Personnel to Perform Backup: _____

Office #: _____ *Office Cell #:* _____

Email Address(es): _____

Frequency: _____

Update/Patch Installation Procedures: _____

Transfer of Media to Off-site Storage Procedures: _____

Primary Storage Medium: _____

Backup Storage Medium: _____

Critical Application: _____

Primary Personnel to Perform Backup: _____

Office #: _____ *Office Cell #:* _____

Email Address(es): _____

Alternate Personnel to Perform Backup: _____

Office #: _____ *Office Cell #:* _____

Email Address(es): _____

Frequency: _____

Update/Patch Installation Procedures: _____

Transfer of Media to Off-site Storage Procedures: _____

Primary Storage Medium: _____

Backup Storage Medium: _____

4.06.01 Communications Recovery Template

The ability to communicate with internal and external stakeholders is imperative in the event of an emergency. Restoration or rerouting of the judicial branch telecommunications network, or its components, may become necessary to coordinate recovery efforts. Therefore, it is essential that communications devices be interoperable and redundant, pre-programmed with phone numbers of key internal and external contacts, and alternate communication procedures are available, such as a website dedicated to emergency information. The Plan shall identify the processes and procedures to ensure communications are not disrupted in the event of an emergency.

Instructions: The Communications Recovery Template is instructional only. Please attach a description of the processes and procedures performed to ensure communications will not be disrupted or can be restored. An inventory of portable communication devices and personnel assignments should also be included. Procedures to acquire or identify interoperable communications devices, such as satellite phones, PDA's, etc., that can be used by the command/emergency response group should be identified in the description.

5.01.01 Training Template

A comprehensive readiness program is essential to ensure the preparedness of court personnel who are assigned to carry out essential court functions in the event of an emergency. Court personnel should be trained to perform designated essential functions at an acceptable level of proficiency, particularly if the essential function is not the person's primary, routine function. Training and educating the entire court staff about the Plan and precautionary activities, such as those related to security and public health emergencies, are important to create a culture of preparedness. The Plan shall include the frequency and procedures for training existing and new judicial branch personnel.

Instructions: Please identify the training activity and frequency in which the training will be conducted for court personnel.

County: _____

Date Completed: _____

Training Activity

Frequency

Orientation Training for New Court Personnel

Subject-Specific Information Training

Essential Personnel Subject-Specific Training

5.02.01 Testing the Emergency Preparedness Plan Template

Regularly scheduled testing of the Plan and procedures, equipment, and information systems that will support essential court functions is necessary to identify and correct gaps and weaknesses in the Plan. The Plan shall include the frequency and testing procedures to evaluate the following:

1. “Alert and Notification Systems,” including instructions for relocation to designated facilities, with and without warning, and during business and non-business hours;
2. The court’s ability to access critical applications, information systems, and the data management software and equipment necessary to perform essential court functions; and
3. Support services at alternate facilities (i.e., water, electrical power, IT infrastructure, and heating, ventilation and air conditioning systems (HVAC)).

Instructions: Please identify the testing activity and frequency in which the test will be conducted.

County: _____

Date Completed: _____

Test Activity

Frequency

Test Alert and Notification Procedures

Check Emergency Relocation Site Readiness

Validate Strategies to Carry Out Essential Functions

Test Interoperable Communications

Evaluate Information Technology Program Readiness

Evaluate Orders of Succession

5.03.01 Personnel Exercises Template

Exercises are a variety of simulated disasters designed to keep the Plan viable and to improve the ability of court staff to execute the Plan. Exercises are personnel focused and designed to execute the Plan and to evaluate the individual's performance against the Plan's standards or objectives. Personnel exercises may include notification and a verbal walk-through of the activation procedures, physical relocation to an alternate facility, or tabletop exercises for court personnel. The Plan should include frequency and procedures to perform exercises related to the Plan's standards.

Instructions: Please indicate the exercise activities and the frequency in which they will be conducted. Exercises conducted may include, but are not limited to, the following:

1. Activation of the Plan requiring notification and verbal walk-through of activation procedures;
2. Tabletop exercises for personnel and selected external agencies and offices; and
3. Activation of the Plan for physical relocation to an alternate facility.

County: _____

Date Completed: _____

Exercise

Frequency

Verbal walkthrough of activation procedures

Tabletop exercises

Physical relocation to alternate facility

APPENDIX A

Supreme Court of Illinois Emergency Closing Policy and Procedures



Supreme Court of Illinois
ADMINISTRATIVE OFFICE OF THE ILLINOIS COURTS

**SUPREME COURT OF ILLINOIS
EMERGENCY CLOSING POLICY AND PROCEDURES**

I.

Statement of Policy on Emergency Closings

This policy sets forth the Judicial Branch protocols regarding the management of emergency conditions that impact the safety and welfare of judicial branch officials, state-paid judicial branch employees and the public. An emergency condition may require the closing of a court or state judicial branch office. A court or state judicial branch office may be declared closed if weather or other hazardous or emergency conditions or events are, or become such, that the safety and welfare of employees and citizens are threatened.

Prior to making such a decision, the judicial officer or administrative authority should be mindful that the courts labor under a heavy and public burden, and that closing a court or judicial branch office can be seriously disruptive to victims, litigants, witnesses and others, particularly if a facility is closed prematurely or unnecessarily. Every effort should be made to continue the operations of a court or judicial office unless closing is absolutely necessary. In some circumstances, operations can be sustained through the use of skeletal or essential staff.

This policy outlines levels of authority and protocols to request an emergency closing during what would be normal business hours.

II.

Procedures

A. Authority and Notification Process

A decision to evacuate and/or close a court, the office of a clerk of court, a court-related entity, or other judicial office as a result of an emergency for reasons of severe weather or other conditions, shall be made as follows:



Cynthia Y. Sabb
Cynthia Y. Sabb, Director

April 12, 2007

Issued

Supreme Court Offices: The Chief Justice has the authority to declare offices of the Supreme Court closed. An administrative authority (e.g., Clerk, Legal Research Director, Reporter of Decisions, etc.) may request an emergency closing of their office. Such a request can only be approved by either the Chief Justice or the Administrative Director. A copy of the approved request is to be transmitted to both the Chief Justice and the Administrative Director.

Administrative Office: The Chief Justice or the Administrative Director have the authority to close the Administrative Office.

Appellate Districts: The Presiding Justice/Chair of the Executive Committee has the authority to approve the closing of a district of the Appellate Court. The administrative authority (e.g., Clerk, Research Director) may request an emergency closing. The request may only be approved by the Presiding Justice/Chair of the Executive Committee. A copy of the approved request must be transmitted to the Chief Justice, the Supreme Court Justice over the District, and to the Administrative Director.

Circuit Courts: The Chief Circuit Judge has the authority to close a Circuit Court. The administrative authority (e.g., Presiding Judge or Trial Court Administrator) may request an emergency closing. The request must be approved by the Chief Circuit Judge. A copy of the approved request must be transmitted to the Chief Justice, Supreme Court Justice over the District, and to the Administrative Director.

When requesting an emergency closing, the Request to Modify Hours/Close Judicial Branch Office form (see attached) must be used. Oral requests may be made and approved. Such requests shall also address the evaluation criteria contained on the Request to Modify Hours/Close Judicial Branch Office form. The completed written form must follow at the first opportunity.

B. Coordination Among Courts/Offices

An administrative authority requesting to close a court or judicial office due to an emergency condition that may affect more than one court in that circuit or district, should first communicate with each affected judicial authority within the respective circuit or district.

C. Public Service Announcements of Closures

Upon making a decision to close a courthouse or judicial branch facility, the administrative authority, or his/her designee, should request that appropriate news media organizations make public service announcements of such closings and the canceling of court proceedings during such closure.

D. Effect of County Government Closings

If a county has chosen to close county government buildings or offices, resulting in the unavailability of security personnel, the courthouse may, by necessity, also close. In such instances, a request to close does not need to be made. However, the administrative authority must follow the notification protocols of this policy.

E. Application of Policy

This policy and procedures set forth herein shall be applicable to all state-paid judicial branch officials and employees.

F. Review of Policy and Procedures

The Administrative Office of the Illinois Courts is responsible for the oversight of this Emergency Closings Policy for the Judicial Branch.

**REQUEST TO MODIFY HOURS OF OPERATIONS
AND/OR CLOSE JUDICIAL BRANCH OFFICE
Evaluation Criteria**

Jurisdiction/Office: _____
Date(s)/Hours of Modified Operations/Closing: _____

Describe the conditions on which the request is based:

- _____ Winter Weather Storm
- _____ Tornado/Severe Weather Conditions
- _____ Other, please describe:

Evaluation Criteria

Supreme Court Offices	___ Open	___ Closed
Administrative Office	___ Open	___ Closed
Appellate Court	___ Open	___ Closed
Local Circuit Court(s)	___ Open	___ Closed
City Governments	___ Open	___ Closed
Private Sector	___ Open	___ Closed
Status of Major Highways	___ Open	___ Closed
Other _____	___ Open	___ Closed

Request:

- _____ Allow for a Delayed Opening of Office
Proposed Time to Open _____
- _____ Allow for an Earlier Closing of Office
Proposed Time to Close _____
- _____ Request to Close an Office _____

Requested by:

_____ (Signature)
_____ (Title)

Request Approved _____ (Signature)
Request Denied _____
Request Modified _____ (Title)

APPENDIX B

Sample Memorandum of Understanding (MOU)

MEMORANDUM OF UNDERSTANDING BETWEEN

THE _____ (Court) AND _____

MEMORANDUM OF UNDERSTANDING FOR

Between the _____ (Court)

And the _____ (Host)

_____ (Date)

I. Purpose

This agreement between the _____ (court) and the _____ (Host) provides a framework for cooperation between the parties in the event an emergency or disaster results in the inability to _____. Pursuant to this agreement, each organization will assist the other with _____.

II. Definitions

Host - the entity that provides space and other support services.

Guest Court - the court/court office that requires space and other support services.

III. Scope of Agreement

- A. This agreement provides, but is not limited to, the identified assistance in cases where the host is not affected by the emergency that precipitates the activation of this agreement.
- B. The time period the host support is expected to last is less than _____ business days during which time the guest court will seek to _____, or negotiate an extended support arrangement with the host.

IV. Procedures

- A. Availability of Space and Support
 - 1. The parties agree to work cooperatively to _____. Support requirements will be documented in an attachment to this agreement and will be reviewed and updated annually. The attachments may be modified at any time during the activation of this agreement and upon the mutual agreement of the parties.

2. The _____ of the host entity will immediately notify _____ of the guest court of any situation that may reduce the guest court's ability or capabilities to support the Plan activation of the guest court.

B. Activation

1. _____ of the guest court will promptly notify the _____ of the host entity that the Plan was activated.
2. During the period of Plan activation, the host will provide support to the guest court based on the requirements outlined in the attachment. However, modifications to those requirements are to be expected based on the particular circumstances of the incident or event.

C. Reimbursement of Costs

1. No exchange of funds in advance of activation of support requirements will take place.
2. The guest court is responsible for reimbursing the host for reasonable costs associated with actual operations. Such costs are to be limited to extraordinary expenses of the host, such as supplies, equipment, personnel costs above normal salaries and benefits, security and utilities. The host is to provide the guest court with appropriate cost codes and other billing information as soon as practicable.

V. Terms

- A. This agreement will be effective on the date the last signature thereto and will continue until rescinded, upon 30 days written notice, by either party.
- B. The attachments outlining _____ is to be reviewed and renewed annually on the anniversary date of the agreement by the parties. The _____ of the _____ (guest court) and the _____ for the _____ (host) shall be responsible for the annual review.

For the _____ (guest court) For the _____ (host)

Date: _____

APPENDIX C

Emergency Plan Options

Appendix C - Emergency Plan Options

A **Continuity of Operations Plan (COOP)** is an action plan that provides for the uninterrupted execution of essential missions and functions of an organization in the event of an emergency. When developing a comprehensive emergency management program, the Chief Judge may consider creating a Continuity of Operations Plan (COOP) that is supplemented with separate plans organized by subject matter.

Below is a list of separate plans which may be used to provide clear and specific direction in regard to particular components of emergency preparedness.

Critical Incident Plans

Critical Incident Plans include procedures that are designed to address certain events such as evacuations, bomb threats, suspicious mail handling procedures, or inclement weather. Critical Incident Plans should be self-contained documents and include education and training components.

Information Technology (IT) Disaster Recovery Plan

An IT Disaster Recovery Plan provides interim measures to recover IT services following an emergency or system disruption. An IT Plan must be consistent with the court's COOP and may be used even when a COOP is not activated due to a short-term power outage or a fire which may cause an extended disruption.

Pandemic Plan

A Pandemic Plan emphasizes procedures regarding outbreaks of disease that occur in a short period of time in a defined region. Pandemics have the potential to significantly affect court operations and court personnel, jurors and the public. While building structures are not necessarily affected by a pandemic, a high absenteeism rate is likely at any given time.

Training

Training and cross-training employees, testing plans to validate their effectiveness, and conducting simulated disaster exercises are necessary to prepare for and improve the court's ability to execute essential functions and to find and fill in gaps that exist in the plan or response capabilities. Each plan should include a training element that will ensure that the plan is viable.

COMMON ELEMENTS

If the comprehensive program is organized in separate, independent plans, the following templates would normally be included in each:

- 2.01 Alert and Notification Procedures
- 2.02 Essential Court Functions
- 2.03 Essential Personnel
- 2.05 Emergency Response Contacts
- 2.06 Media Communications
- 2.09 Alternate Court Facility
- 2.11 Off-site Storage
- 2.12 Order of Succession
- 2.13 Delegation of Authority
- 2.16 Human Capital

APPENDIX D

Terms and Definitions

TERMS and DEFINITIONS

Alternate Facility/Site: An alternate operating location to be used to perform essential court functions when the primary facility is unavailable. 1) Another location, computer center or work area designated for recovery. 2) Location, other than the main facility, that can be used to conduct court functions. 3) A location, other than the normal facility, used to process data and/or conduct essential court functions in the event of an emergency.

Alert: Notification that a potential disaster situation exists or has occurred; direction for recipient to stand by for possible activation of emergency preparedness plan. A formal notification that an incident has occurred, which may develop into an emergency.

Backup (Data): A process by which data, electronic or paper based, is copied in some form so as to be available and used if the original data from which it originated is lost, destroyed, or corrupted.

Call Tree: A document that graphically depicts the calling responsibilities and the calling order used to contact personnel in the event of an emergency.

Command Center: A physical or virtual facility located outside of the affected area used to gather, assess, and disseminate information and to make decisions to affect recovery.

Communications Recovery: The component of an emergency which deals with the restoration or rerouting of a telecommunications network, or its components, in the event of loss.

Court Personnel: Individuals necessary to perform court functions, regardless of employer or funding source.

Critical Application/System: Systems whose incapacity or destruction would have a debilitating impact on the economic security of an organization, community, nation, etc.

Critical Records: Records or documents that, if damaged, or destroyed, would cause considerable inconvenience and/or require replacement or recreation at a considerable expense.

Data Backup: The backup of system, application, program and/or production files to media that can be stored both on and/or off-site. Data backups can be used to restore corrupted or lost data or to recover entire systems and databases in the event of an emergency. Data backups should be considered confidential and should be kept secure from physical damage and theft.

Data Backup Strategies: Those actions and backup processes determined by an organization to be necessary to meet its data recovery and restoration objectives. Data backup strategies will determine the timeframes, technologies, media and off-site storage of the backups, and will ensure that recovery point and time objectives can be met.

Emergency: An unexpected or impending situation that may cause injury, loss of life, destruction of property, or cause the interference, loss, or disruption of an organization's normal business operations to such an extent that it poses a threat.

Emergency Coordinating Officer: The person assigned the role of coordinating the activities of the emergency preparedness plan.

Emergency Preparedness: The discipline that ensures an organization or community's readiness to respond to an emergency in a coordinated, timely, and effective manner to prevent the loss of life and minimize injury and property damage.

Essential Functions: Functions, stated or implied, which are required to be performed by rule, statute or other order, or other functions deemed essential by the chief judge that should not be interrupted or deferred by an emergency.

Infrastructure: The underlying foundation, basic framework, or interconnecting structural elements that support an organization.

Manual Procedures: An alternative method of working following a loss of IT systems. As working practices rely more on computerized activities, the ability of an organization to fall back to manual procedures lessens. However, temporary measures and methods of working can help mitigate the impact of an emergency.

Off-site Storage: Any place sufficiently distanced away from the primary location, where duplicated and other records may be stored for use during recovery.

Plan Maintenance: The management process of keeping an organization's Emergency Preparedness Plan up to date and effective. Maintenance procedures are a part of this process for the review and update of the Plan on a defined schedule.

Prioritization: The ordering of critical activities and their dependencies are established in the Emergency Preparedness Plan and will be implemented in the order necessary at the time of the event.

Recovery: Implementing the prioritized actions required to return to the processes and support functions to operational stability following an interruption or emergency.

Relocation: The movement of a deployed team from a specified location to an alternate facility.

Response: The reaction to an emergency to assess the damage or impact and to ascertain the level of containment and control activity required. In addition to addressing matter of life, safety, and evacuation, response also addresses policies, procedures and actions to be followed in the event of an emergency.

Scenario: A pre-defined set of events and conditions that describe, for planning purposes, an interruption, disruption, or loss related to some aspect of an organization's operations.

Structured Walkthrough: Types of exercise which team members physically implement the Emergency Preparedness Plan and verbally review each step to assess its effectiveness, identify enhancements, constraints, and deficiencies.

System: Set of related technology components that work together to support a business process or provide a service.