

25TH JUDICIAL DISTRICT COURT

PARISH OF PLAQUEMINES

CONTINUITY OF OPERATIONS PLAN (COOP) 2023-2024

<u>TABLE OF CONTENTS</u>	<u>PAGE NUMBER</u>
I. Overview and Executive Summary	2
II. Purpose	3
III. Applicability and Scope	4
IV. Essential functions	4,5
V. Authorities and references	5
VI. Concept of Operations	5-10
a. Phase I: Activation and Relocation	5
i. Decision Process	5
ii. Alternate Site Locations	6
iii. Alert, Notification, and Implementation Process	7
iv. Leadership	8
v. Mission Critical Systems	9,10
vi. Emergency Expenditures	10
b. Phase II: Reconstruction	10
VII. COOP Planning Responsibilities	10
VIII. Logistics	11
a. Interoperable Communications	11
IX. Test, Training and Exercises	11
X. COOP Plan Maintenance	11
Table of Appendices	
Appendix A – LA R.S. 33-4713 and LA R.S. 33:4715	12
Appendix B – Emergency Calling Directory	13
Appendix C – Glossary of Common Disaster-Related Terms	14, 15
Appendix D – Approval Declaring closure by the Court	16

I. OVERVIEW and EXECUTIVE SUMMARY

This Continuity of Operations Plan (*hereinafter referred to as "COOP"*) has been developed according to the *Department of Homeland Security (DHS) Headquarters Continuity of Operations (COOP) Guidance Document, dated April 2004 and Louisiana District Judges Association 2006 Disaster Recovery Template*. Questions concerning this plan can be directed to:

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This COOP describes procedures to follow in the event the 25th Judicial District Court of Plaquemines Parish (*hereinafter referred to as "Court"*) is rendered partially or fully inoperable due to a disaster that may necessitate a court closure. This plan provides a functional set of procedures for the recovery of the Court's personnel, data, and overall functions.

The plan outlines the course of action to be taken in the event of a disaster and the roles and responsibilities of each team to follow in the recovery to normal operations. It is intended to:

1. Provide an orderly and efficient transition from normal to emergency conditions.
2. Provide specific guidelines appropriate for unpredictable occurrences.
3. Provide consistency in action; and
4. Establish a threshold at which an emergency response is triggered and indicates who in the various locations may authorize the response.

Since disasters tend to be unique, this plan will not address any one type of disaster nor define a specific recovery strategy for all possibilities. It is the purpose of this document to plan for a disaster in which the normal operations of the Court are disrupted. The intended purpose of this plan is to minimize the impact of any unexpected occurrence causing a disruption of critical operations. Preparation to manage a disastrous event requires a realistic combination of the efforts of different agencies; therefore, the Court will be responsible for all judicial staff employees of the 25th Judicial District Court buildings located at 18055 Highway 15, Pointe-a-la-Hache (courthouse), 301 Main Street ("annex"), the judicial employees of the Department of Youth and Family Services [115 Keating Dr] and any future courthouse operation locations.

Types of Emergency Situations:

A. Emergency Incident

This is an occurrence that is generally handled within the normal organizational procedures of the Plaquemines Parish Government (PPG), such as a response to an armed disturbance call, in which the local Police Department would be contacted immediately and would not require the full implementation of this plan.

B. Special Emergency

This is an incident that has special or unusual characteristics requiring response and/or support by more than one department or agency and may require partial implementation of this plan and/or a local declaration of emergency to access state resources. (See Appendix E for contact information.)

C. Major Emergency

This is an occurrence that requires multi-agency response, allocation of resources, emergency services and support not normally serving the area and one which affects a large portion of the population, property, and critical services of the entire Parish. Additional resources and coordination would be provided through the Plaquemines Parish Office of Emergency Preparedness and it may require a request for state and federal aid through a state declaration of emergency.

D. Disaster

Disasters are determined by a measurement of total impact of a “state of emergency” in a community and demand a crisis response beyond the capability of local government.

E. State of Emergency

This exists whenever any part or all the Parish of Plaquemines and/or the State of Louisiana is suffering, or is in danger of suffering, an event that may cause injury, death, damage or destruction to the extent that extraordinary measures are taken.

II. **PURPOSE:**

The following plan will establish leadership guidelines for managing unusual occurrences and the continuity of essential court functions. An unusual event may be natural or man-made and may cause services to be interrupted. This plan is designed to prioritize the continuation, mitigation and restoration of Court operations that may be interrupted due to unusual occurrences. The objectives of the plan include:

1. Ensure the continuous performance of the Court’s essential functions and operations during an emergency
2. Protect essential equipment, records, and other assets
3. Reduce or mitigate disruption of operations
4. Identify and designate principals and support staff to be relocated
5. Facilitate decision-making for execution of the COOP and the subsequent conduct of operations
6. Achieve a timely and orderly recovery from the emergency and resumption of full service to all customers
7. Effectively communicate the court’s recovery to the public

Hurricane

The nature of hurricanes offers a few days’ notice prior to landfall. Normally, a hurricane affecting south Louisiana would compel PPG (the governing authority) to take precautionary preparedness measures for the courthouse facilities. Such precautionary measures include closing the hurricane shutters on the windows of the courthouse facilities (if installed), boarding unprotected windows, sandbagging areas susceptible to flooding and other such precautionary measures.

Tornado

Should weather forecasts indicate the likelihood of tornado activity staff will be directed to remove all outside moveable items to avert window breakage (if applicable) and to implement relocation of persons inside the facility in such a manner as to limit exposure to potential window breakage.

Fire

Fire alarms are operational and evacuation routes are posted to direct persons out of the facility. Staff will notify the local fire department and/or 911 to secure appropriate response. All persons are to move to parking lots outside of the marked fire lane areas. The Plaquemines Parish Fire Superintendent and/or Director of Homeland Security and Emergency Preparedness will notify staff of the ability to return to the facility after confirming the safety of such with authorized fire department personnel.

Inclement Weather

Weather can vary in intensity, so the actions will vary from early disbursement of persons from the facility and backups of digital information to evacuation of the facility.

III. APPLICABILITY AND SCOPE:

This document is applicable to the 25th Judicial District Court for the Parish of Plaquemines, including Juvenile Court and Adult Drug Court.

Support from other state agencies and local government as described herein will be coordinated with the responsible office as applicable.

IV. ESSENTIAL FUNCTIONS:

It is important to establish priorities before an emergency to ensure the relocated staff can complete the essential functions during an emergency. All designated persons shall ensure the essential functions can continue or resume as rapidly and efficiently as possible during an emergency relocation. Any task not deemed essential must be deferred until additional personnel and resources become available.

PRIORITY	ESSENTIAL FUNCTIONS:
1	<p><i>Ensure the following <u>legally mandated</u> hearings are held within the time restraints required by law:</i></p> <ul style="list-style-type: none"> a. Juvenile Delinquency Continued Custody Hearings – pursuant to LA Ch. C Art. 819, when a child has been arrested and the judge has found reasonable ground to hold the juvenile in custody, a continued custody hearing must be held within three (3) days after the child’s entry into the Detention Center and a probable cause determination must be made at that time. b. Child in Need of Care Continued Custody Hearings – pursuant to LA Ch.C.Art. 624, when a child has been taken into custody of the state and is not released to the care of his parents, a continued custody hearing must be held within three (3) days after the child’s entry into custody. c. Probable Cause Hearings – pursuant to LA C.Cr.P. Art. 230.2, persons continued or remaining in custody pursuant to an arrest made without a warrant shall be entitled to a determination of probable cause within forty-eight (48) hours of arrest. d. Adult Drug Court – pursuant to LSA R.S. 13:5304 and the Louisiana Supreme Court’s Specialty and Drug Court, a hearing shall be held weekly or bi-weekly with the drug court participants to maintain continuity of the Adult Drug Court treatment program.

	<p>Staffing requirements: Current Magistrate Judge, Juvenile Court Judge, Minute Clerk, Drug Court Coordinator, Court Reporter and Security Personnel, as applicable</p> <p>Resource requirements: A courtroom, access to the server {if available} and recording equipment. If available and established, hearings can be conducted virtually via video conferencing with the use of internet connection, laptop, iPad and/or Surface Pro equipped with the proper software.</p>
2	<p>Ensure that all pleadings are filed and docketed in a timely manner.</p> <p>Staffing requirements: Docket Clerk, Clerk of Court</p> <p>Resource requirements: Office space or work from home/location, WIFI connection, VPN access to the server, access to VERDICT system, Surface Pro, misc. office supplies</p>
3	<p>Ensure that all essential finance and accounting functions are maintained.</p> <p>Staffing requirements: Judicial Administrator(JA) and/or Office Administrator</p> <p>Resource requirements: Office space or work from home/location, Surface Pro with word processing and spreadsheet software, WIFI access, VPN access to the server, deposit slips, deposit stamps, misc. office supplies.</p>
4	<p>Ensure that the collection and distribution of fees and costs are maintained in accordance with proper accounting procedures.</p> <p>Staffing requirements: Office Administrator, Plaquemines Parish Sheriff's Office Finance Manager and Clerk of Court</p> <p>Resource requirements: office space or work from home/location, Surface Pro with word processing and spreadsheet software, WIFI access, VPN access to the server, deposit slips, deposit stamps, misc. office supplies</p>

V. AUTHORITIES AND REFERENCES:

The Judges and Administrator(s) are the authorizing figures in ensuring the essential court functions are carried out during an emergency. Supporting authorities are the Information and Technology (IT) support team and Operations Manager(s). Assisting authorities are the Plaquemines Parish Government, Plaquemines Parish Department of Homeland Security, Plaquemines Parish Sheriff's Office, Plaquemines Parish District Attorney's Office, Plaquemines Parish Clerk of Court, Plaquemines Parish Public Defender's Office, and the Plaquemines Parish Assessor's office.

VI. CONCEPT OF OPERATIONS:

Emergency operations for the Court would be carrying out only those **essential** functions of the Court (as stated above) that must be continued under **all** circumstances even in a state of emergency. Pursuant to law, specific time restraints ensure that children or persons placed under arrest are not held in custody for indefinite periods of time. Other types of matters heard by the Court daily would have to be rescheduled at such time when adequate resources become available.

PHASE I: Activation and Relocation

1. Decision Process

The Chief Judge is responsible for approving a declaration of a state of emergency to close the Court. The Clerk of Court will prepare an Order declaring a State of Emergency and the temporary closure of the Court which will be sent to the Chief Judge for approval. If approved, the Chief Judge will submit written approval to the Clerk of Court of the closure of court for the specified date(s). The signed Closure Order will be sent to the Chief Justice and Judicial Administrator of the Louisiana Supreme Court, the local parish government and posted on the judicial website and social media page(s). (See Appendix D)

Once a disaster is declared based on the initial levels of outage, the following action is to be taken by the Court:

Level I Outage {Short Term Outage - less than 48 hours} – ‘Ride-It-Out’ and shelter in place – Effect the COOP, implement the communications plan, respond to the disaster, and assess recovery needs. Staff should remain within commuting distance to the Courthouse(s) and follow the guidelines under “Emergency Leave” in the Employee Handbook which read as follows:

“In the event of a hurricane or other natural or manmade disaster, employees are to monitor local news reports for building closure information. Employees are required to report to work if the building is not closed unless otherwise instructed.

If the building is not closed, but an employee believes that he/she will be unable to report to work as scheduled as a result of the natural or manmade disaster, that employee must contact his/her direct supervisor to discuss the particular situation. If leave is granted under those circumstances, the Court may require the employee’s balance of compensatory time or annual leave to be drawn upon for any amount of time scheduled but not worked.

In the event of an evacuation for a natural or manmade disaster, employees are required to check-in via email to the Administrator and to follow the directives of the Continuity of Operations Plan (COOP).”

The Court has developed procedures and protocols to work virtually with court provided and assigned equipment (Surface Pro units) and may order employees to ‘shelter-in-place’ even when there is no mandatory evacuation ordered.

Level II Outage {Mid-Term Outage - 48 hours to 6 weeks} – Execute formal disaster recovery strategy which will include declaring a disaster, establishing all daily operations from the current Courthouse Annex, 301 Main Street, Belle Chasse, virtually from home if available or relocating to an alternate site provided by PPG (the governing authority) if the Courthouse Annex facility is inaccessible or deemed unsafe. The COOP will be enacted implementing the communications plan, responding to the disaster, assessing recovery needs, and implementing alternate court location plans if necessary.

Level III Outage {Long-Term Outage - 6 weeks or more} – Execute formal disaster recovery strategy; this may involve permanently relocating the Court’s base of operations and/or requiring court employees to work virtually from home. The Court must execute the plan to begin to move operations permanently by effecting an interim operating structure and return to normal or new permanent arrangements.

2. **Alternate Site Locations**

In the event of a disaster making operations of the Court impossible at the Pointe-a-la-Hache Courthouse, court proceedings will be conducted at the alternate Annex facility located at 301 Main Street or virtually via video conferencing. The need for a base of operations, including accommodations for the Judges and their staff, to be relocated and established at an alternate location would then need to be provided by PPG (the governing authority) pursuant to R.S. 33:4713 and R.S. 33:4715. *(See Appendix A)*

In the event both the Pointe-a-la-Hache Courthouse and 301 Main Street Annex facilities are inaccessible or unsuitable for court operations, pursuant to LA R.S. 33:4713, PPG shall provide suitable quarters for the Court and shall make necessary provisions for the conduct of the business of the Court and provisions for the expenses of the same. *(See Appendix A)* The Court may require employees to work virtually from home pending alternate facility accommodations.

If the Judges and employees of the Court are forced to evacuate outside the Parish of Plaquemines, the judges have established they will evacuate to a safe area within the closest proximity to the jurisdiction. Pursuant to the warden of the Plaquemines Parish Detention Center, prisoners held in detention will be evacuated to a facility outside of the declared emergency area. Therefore, required hearings will be conducted virtually via video conferencing pursuant to Appendix 15.0 of the Rules for Louisiana District Courts Titles I, II and III regarding '*Use of Audio-Visual Electronic Equipment*'.

The Primary Hot Site Recovery Location for the Court and its employees will be established at 301 Main St, Belle Chasse, Louisiana as **provided by the Plaquemines Parish Government pursuant to R.S. 33:4713** or virtually from home if needed and available. An Alternate Hot Site Recovery Location will be established as **provided by the Plaquemines Parish Government pursuant to R.S. 33:4713** if required.

3. Alert, Notification, and Implementation Process

If the situation allows for warnings, Judges and judicial staff may be alerted prior to the activation of the COOP. Information will normally be passed electronically by email, text, Teams messaging or via telephone by the Administrator(s), IT Support Team and/or Operations Manager(s) using the *Emergency Calling Directory*. All staff should remain in place (at their office or current location) until specific guidance is received.

The Chief Judge's Administrator, under the direction of the Chief Judge, will order the activation of the Court's COOP. The Chief Judge's Administrator will then contact the alternate Judge, alternate Administrator and IT Support Team (if necessary) who will assist in contacting all staff and inform them of the emergency relocation instructions. Staff will also be notified at this time as to who will need to report to work immediately. The Chief Judge's Administrator will notify the Plaquemines Parish Government, Plaquemines Parish Department of Homeland Security, Plaquemines Parish Sheriff's Office, Plaquemines Parish District Attorney's Office, Plaquemines Parish Clerk of Court, Plaquemines Public Defender Office, and the Plaquemines Parish Assessor's Office of the activation of the Court's COOP.

The recovery strategy for the Court is to restore daily operations and computer systems in a timely manner. The Court notification process as related to COOP activation should allow for a smooth transition for the Judges and essential staff to an alternate facility, if needed, to continue execution of the essential functions of the Court. Notification may be via personal contact, telephone, Teams messaging, email, radio, TV broadcasts, postings to the Court's website (www.25thcourtsonline.com) and social media sites (Facebook and Twitter) or a combination thereof. In addition, employees are directed to continually check the Court's website www.25thcourtsonline.com and navigate to the **News** section for updates on the status of the court. Employees will be required to 'check-in' by text/email/Teams messaging to the judges and Administrator(s) with their relocation information in times of extended evacuation.

The Executive Staff, with the oversight of the Chief Judge, will be responsible for the implementation of the COOP. The Executive Staff includes the following individuals:

1. Judicial Administrator (JA)/Office-Court Administrator(s)
2. IT Support Team
3. Operations Manager(s)

4. Courthouse Security Manager(s)

4. Leadership:

<p>Successors:</p>
<p>1. Chief Judge – The Chief Judge’s Administrator will contact Chief Judge for authorization to activate COOP. Chief Judge will assist Chief Judge’s Administrator in coordination of release of information to media and interaction with community leaders.</p>
<p>2. Alternate Judge: The Chief Judge’s Administrator will contact the Alternate Judge in addition to the Chief Judge. In the absence of the Chief Judge, the Alternate Judge will assist the Chief Judge’s Administrator in coordination of the release of information to the media and interaction with community leaders.</p>
<p>3. Judicial Administrator (JA)/Office-Court Administrators: The Administrators will contact the IT Support Staff Team, Operations Manager(s) and Courthouse Security Manager(s) and instruct them to assist with contacting essential employees and give relocation site if necessary. The Administrators will also contact the Parish President and the Supreme Court to assist in contacting the media. The Administrators are responsible for aiding with the set-up of alternate location(s) by coordinating logistics with probation officers, court reporters, bailiffs and clerks and all financial and legal aspects of the incident. The Administrators will oversee all expenditures and their documentation related to the incident; will contact court personnel, Public Defender’s Office, District Attorney’s Office, Clerk of Court, Assessor, and the Plaquemines Parish Sheriff’s Office and prepare essential personnel to hold court off-site or virtually if necessary. The Administrators are responsible for contacting the CPA, Payroll and Human Resource departments and provide them with the location of the alternate site if necessary. The Administrators are to ensure all important financial documents of the Court are removed and relocated during an evacuation and stored in electronic format for remote access including the budget books, financial records, audit reports, inventory reports, deposit slips and bank stamps. The Administrators are responsible for coordinating all emergency purchases and supplying the offices at the alternate site location if necessary. The Administrators are responsible for assisting in contacting the employees and helping with the set-up of the alternate site if necessary. The Administrators are responsible for documenting and recording all costs and expenditures related to the incident and assist the Operations Manager(s) and/or Courthouse Security Manager(s) in securing the building(s) and coordinating the repairs necessary for court to resume in the building(s). The Administrators are responsible for monitoring safety conditions and developing measures for ensuring the safety of assigned personnel and responsible for contacting Parish authorities regarding securing the building(s).</p>
<p>4. Director of Juvenile Services: Responsible for contacting all Juvenile Probation Officers/Department of Youth and Family Services (DYFS) employees and inform them of the location of the alternate site, if necessary. Coordinate locating children and ensure that ASFA guidelines are followed and/or request an emergency proclamation from the Louisiana Supreme Court to temporarily suspend ASFA timelines. Responsible for contacting and coordinating services with the Plaquemines Parish C.A.R.E. Center and the Office of Juvenile Justice. Assist with the set-up of an alternate site if necessary and help the Administrator carry out their responsibilities.</p>
<p>5. Adult Drug Court Coordinator: Responsible for contacting the Drug Court Team to inform them of the location of the alternate site, assisting with set-up of the alternate site and coordinate contacting and monitoring the participants of the Adult Drug Court program.</p>
<p>6. Information and Technology Support Team: The IT support team will be responsible for ensuring the cloud-based services are accessible and the back-up is available if needed. Assist in contacting employees and setting-up the alternate site location, if necessary.</p>
<p>7. Operations Manager(s): [Governing Authority Director of Public Service and/or Operations] Will secure the building, assess damage post-incident and coordinate repairs, if necessary. Will notify the Chief Judge and/or Administrators of the status of the building and when the building can be reoccupied. Responsible for assisting in the set-up of alternate site, if necessary.</p>
<p>8. Courthouse Security Manager(s): Assist the Court in maintaining secure facilities and proceedings. Assist Administrators and/or Operations Manager(s) with securing Court buildings and reporting any damage to the Parish Government for repair.</p>

9. In the event a person listed here is not available, the successor will perform duties. If a Judge is unavailable to hear matters, a judge *pro tempore* will be appointed by the Louisiana Supreme Court.

5. Mission Critical Systems

The Court is an electronic driven court. Most functions are now managed via computer with remote access to cloud and web based services. The following table lists those systems that **must** be maintained. The list is prioritized for restart order in the event of a shut down.

System Name	Current Location	Other Locations
Main Server	Microsoft datacenter Central Region	Backup is done though Microsoft datacenter and stored at the Microsoft datacenter West Region
Adult Drug Court Database (internet-based system)	Louisiana Supreme Court	Defer to LA Supreme Court
Juvenile Court Database (informal FINS)	Juvenile Court Employees individual PC stations and/or cloud server	Back-up to removable thumb drives and taken off site or cloud server
Juvenile Court Database (formal FINS) (internet-based system)	Louisiana Supreme Court	Defer to LA Supreme Court
Verdict - Criminal Court Server/Database	Web-based system - can be accessed through an internet connection on any computer with proper login credentials	Defer to Clerk of Court/COTT Systems
Payroll Software	Plaquemines Parish Government Server	Various back-up locations; Defer to PPG IT department
PC Documents	Court locations; Cloud Server :/F drive and/or individual employee PC stations	Back-up stored on the Court Cloud Server and/or removable thumb drives and taken off site
Accounting Software	CPA	Defer to Estess & Associates
Purchasing & Finance Software	Web-based and PPG Server https://nws.plaqueminesparish.com/logos	Can access via Internet on laptop or desktop: Defer to PPG IT department for back-ups

The IT Support Team is responsible for maintaining and storing the back-up server(s) in the cloud. In the event the cloud-based server(s) were to be inoperable for a period of time, A:\ Prompt Computer Center and the Court have entered into a verbal business recovery plan to assist in preparing for and responding to a disaster. A:\ Prompt Computer Center will assist in restoring network services. Employees are able to access their emails via the web at <https://portal.office.com>. To do so, enter <https://portal.office.com> in the web browser; enter your email account (name@25thjdc.com) and password. This access will give you an outlook web interface and all your mail, contacts, calendars, etc. are available.

Note: Essential court functions during an emergency could be successfully carried out at an alternate location without the server as hearings could be recorded on a simple tape recorder and documents prepared manually or can be conducted virtually using court-issued equipment (i.e., Surface Pros).

If there is advance notice, i.e. hurricane evacuation, the steps to restoring computer service are as follows:

The Judges, Administrators or other designated employee(s) can access their documents through the “25thJDCVNet” icon on their laptop/Surface Pro. If the device being used does not have the “25thJDCVNet” icon A:\ Prompt Computer Center can assist in installing the icon/access as needed.

The following Court officials will have a laptop, iPad tablet, Surface Pro and/or cell phone to enable them to conduct Court business as necessary through a wireless connection:

1. Judges
2. Judicial Administrator (JA)/Office-Court Administrators
3. Director of Juvenile Services
4. Drug Court Staff
5. Probation Officers
6. Deputy Clerks
7. Research Attorneys
8. Bailiffs
9. Court Reporters

6. **Emergency Expenditures**

Approval of emergency expenditures in the event the COOP must be implemented will be provided as follows:

- a. Invoices less than or equal to fourteen thousand nine hundred and ninety-nine dollars (14,999.00) may be approved by the JA/Office-Court Administrators and the Judge.
- b. Invoices greater than fourteen thousand nine hundred and ninety-nine dollars (14,999.00) must be approved by the Chief Judge or Alternate Judge.

PHASE II: Reconstruction

The Executive Staff will develop reconstruction plans and schedules to ensure an orderly transition of all Court functions, personnel, equipment, and records from the temporary alternate location to a new restored court facility, if needed. The Judges and Executive Staff will approve the plans and schedules to resume normal operations once the emergency is over and will oversee the reconstruction process.

Juvenile Court Case Managers/Probation Officers and Misdemeanor Probation Officers will compile a listing of all children and probationers under their supervision and will evacuate with the listing. During an evacuation, the case managers and probation officers will make every effort to obtain updates on the status of children and adult probationers under their supervision.

The Plaquemines Parish C.A.R.E. Center will make every effort to locate all children and court clients they oversee. The C.A.R.E. Center will compile a list of contact information and will manage the case as necessary during an evacuation.

VII. COOP PLANNING RESPONSIBILITIES

The continued responsibility for developing, editing, and revising this plan will be the responsibility of the Court’s Administrators, Judges and other agencies and officials as needed.

VIII. LOGISTICS

1. INTEROPERABLE COMMUNICATIONS

The Judges, Administrators or their designee will notify the media of any changes in the Court's docket. Updates on emergency status will be delivered to the public and nonessential court employees via radio, TV broadcasts, website postings, social media, personal contact and/or electronic messaging. In addition, employees are directed to continually check the Court's website www.25thcourtsonline.com and navigate to the **News section** for updates on the status of the Court. Employees will be required to check-in via email/text/Teams messaging with their relocation information in times of extended evacuation.

Whenever resources permit, hearings that are considered non-essential will be rescheduled by personnel. Notification to all concerned parties will be through service of process or by regular mail. Updates on the Court's status will be placed on the Court website www.25thcourtsonline.com and social media pages which interested parties can access for information.

IX. TEST, TRAINING AND EXERCISES

Rehearsals will be used when possible to test the elements of this plan. The purpose of this plan is to promote safety and maintain the functioning of the Court with minimal interruption of services. Elements of this plan may be adjusted to provide a smoother, safer operation.

Training exercises will be conducted for the staff as needed. These trainings will educate staff on the evacuation process as well as the COOP plan.

X. COOP PLAN MAINTENANCE

This plan is subject to continuous revision. The Executive Staff and Judges are responsible for notifying the Administrator(s) of necessary additions to this plan.

Appendix A –

LA. R.S. 33:4713 Providing quarters for court and parish officers

- A. Each parish shall provide and bear the expense of a suitable building and requisite furniture for the sitting of the district and circuit courts and such offices, furniture and equipment as may be needed by the clerks and recorders of the parish for the proper conduct of their offices and shall provide such other offices as may be needed by the sheriffs of these courts and by the tax collectors and assessors of the parish and shall provide the necessary heat and illumination therefore.
- B. The cost of such furniture and equipment, supplies and maps, as may be needed by the tax collector and assessors of each parish shall be borne proportionately by all tax recipient bodies in the parish in the proportion of the amount received from such tax monies by each recipient body in the parish.
- C. The police jury or other governing authority shall make these purchases and then bill the other tax recipients for their proportionate share. If a tax recipient body fails to reimburse the police jury or parish governing authority within ninety days from the receipt of such bill, then the police jury or parish governing authority shall notify the sheriff, in writing, and the sheriff shall withhold the amount owed to the police jury or parish governing authority from the next available tax collection for the tax recipient body which failed to remit the proportionate share of expenses as required by this Section. The sheriff shall remit the amount withheld from the tax recipient body to the police jury or parish governing authority no later than fifteen days from the date the funds were withheld.

LA. R.S. 33:4715 Providing parish courthouse and jail

The police jury of each parish shall provide a good and sufficient court-house, with rooms for jurors, and a good and sufficient jail, at such place as they may deem most convenient for the parish at large, provided that when the seat of justice is established by law, they shall not have power to remove it.

Appendix B – Emergency Calling Directory

JUDGES:

Clement, Michael Cell #504-215-3220 Email: mclement@25thjdc.com or
Michael_clement@bellsouth.net

Conner, Kevin Cell #504-442-4271 Email: judgeconner@25thjdc.com or
Conner_atty@att.net

ADMINISTRATOR:

Taylor, Nancy Cell #504-881-8239 Email: ntaylor@25thjdc.com or
nantaylor@bellsouth.net

St. Pe`, Pam Cell #504-912-6226 Email: pstpe@25thjdc.com
stpe89@bellsouth.net

CLERK OF COURT:

Vaughan, Kim Turlich Cell #504-813-2767 Email: kim@clerk25th.com

PPSO:

Turlich, Jerry Cell #504-329-5287 Email: jturlich@ppso.net

Narcisse, Denise (Warden) Prison Contact #504-934-7609

DISTRICT ATTORNEY:

Ballay, Charles Cell #504-273-8461 Email: charlesballay@25thda.org

PUBLIC DEFENDER OFFICE:

Fleming, Paul Cell # 504-432-5534 Email: Paul@plaqdefenders.com or
paul.fleming@mindspring.com

PARISH PRESIDENT:

Hinkley, Keith Cell #504-884-2705 Email: khinkley@ppgov.net

ASSESSOR:

Taylor, Sara Cell #4504-416-6813 Email: staylor@plaqpao.com

Appendix C - GLOSSARY OF COMMON DISASTER-RELATED TERMS

Affected, but habitable - A term used to describe property that has minor damage because of a potentially hazardous situation

Comprehensive Emergency Management Plan - A document formulated and designed to develop a framework of operations for a jurisdiction to manage, direct and protect its resources in the event of natural or man-made disaster

Damage Assessment Team - Core group members and other parish employees comprised to conduct a systematic analysis of the nature of damage to public and private property which estimates the extent of such damage based upon actual observation and inspection

Destroyed - A term used to describe property that is totally loss because of a potentially hazardous situation

Disaster - A calamitous event bringing great damage, loss, or destruction

Emergency Incident - An occurrence generally handled with the normal organizational procedures

Evacuation - To withdraw from a place in an organized fashion for protection

FEMA - Federal Emergency Management Agency

Flood Watch - Indicates flooding is possible

Flood Warning - Indicates flooding is already occurring or will occur

Flash Flood Warning - Indicates flooding is already occurring or will occur very soon

Flash Flood Watch - Indicates flooding is possible very soon

General Evacuation - Refers to a recommended evacuation as opposed to a mandatory evacuation

Hazardous Materials - Substances, which because of their chemical, physical or biological nature, pose a potential risk to life, health, or property if they are released

Hazard Mitigation - Activities that eliminate or reduce the probability of a disaster occurrence

Hurricane - Large storms that develop over the ocean, spinning in a counter-clockwise circle and moving across the water

Hurricane Warning - Indicates a hurricane is expected in an area within 24 hours

Hurricane Watch - Indicates a hurricane has become a threat to the coastal area of a particular region

Lightning - An electrical discharge resulting from the buildup of static electricity between clouds and the ground

Major Damage - A term used to describe property not usable and has a need of extensive repairs because of a potentially hazardous situation

Major Emergency - An occurrence that requires multi-agency response, allocation of resources, emergency services and support not normally serving the area

Mandatory Evacuation - The final and most serious phase of evacuation where Law Enforcement will put maximum emphasis on encouraging citizens to evacuate

Marshaling Area - An area reserved for the assembly, inspection and ultimate dispersal of equipment and personnel to strategic sites and assignments

Media Coordinator - A designated person appointed and instructed to which intelligence and current information is channeled for ultimate formatting and dispersal to the news media and public. All information regarding current conditions, public advisories and status reports shall be deferred to this individual for further handling. This individual should have a working knowledge of the Emergency Preparedness Plan and a thorough understanding of intergovernmental relationships.

Minor Damage - A term used to describe property usable with limited repairs because of a potentially hazardous situation

OEP - Refers to the Parish Office of Emergency Preparedness

Preparedness - The second phase of emergency management developed to enable an entity to be adequately prepared to respond to an emergency

Response - The third phase of emergency management that is the actual provision of emergency services during a crisis

Recovery - The fourth phase of emergency management developed to enable an entity to respond and recover immediately to and from an emergency

Severe Thunderstorm Warning - Indicates a severe thunderstorm (damaging winds over 58 mph or hail greater than $\frac{3}{4}$ " in diameter) is likely to develop

Severe Thunderstorm Watch - Indicates a severe thunderstorm (damaging winds over 58 mph or hail greater than $\frac{3}{4}$ " in diameter) has been sighted or indicated by weather radar

Special Emergency - An incident that has special or unusual characteristics requiring response and/or support by more than one department; may require partial implementation of the COOP and/or a local declaration of emergency to access state resources

State of Emergency - Exists whenever an emergency is so potentially dangerous or has caused such tremendous damage to the extent where extraordinary measures must be taken

Storm Surge - An abnormal rise or fall of mean sea level along a coast because of atmospheric pressure and wind

Thunderstorm - A storm containing lightning caused by unstable atmospheric conditions

Tornado - A vortex of air rising into a cloud

Tornado Warning - Indicates a tornado has been sighted

Tornado Watch - Indicates a tornado is possible in a particular area

Appendix D – Approval Declaring closure by the Court

Written correspondence to the Clerk of Court:

Pursuant to La R.S. 1:55 E 2, as Chief Judge of the 25th JDC, your intention as Clerk of Court to close your office on _____ is hereby approved. Additionally, if the effects of [potential disaster], extend beyond the _____ of _____, 20____, I approve any additional closures necessary to ensure the safety of the general public and the employees of the clerk’s office.

Chief Judge Kevin D. Conner, 25th JDC