

25TH JUDICIAL DISTRICT COURT

PARISH OF PLAQUEMINES

CONTINUITY OF OPERATIONS PLAN (COOP) 2017

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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:

Judge Michael Clement - (504) 934-6730

Judge Kevin Conner - (504) 934-6715 or

Michelle L. Eppley - (Secretary/Office Administrator to Judge Clement & Chief Judge Secretary) (504) 934-6731

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 301 Main Street ("annex"), 450 F. Edward Hebert Blvd. ("temporary courthouse"), the judicial employees of the Department of Youth and Family Services 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, 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 of 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 the Plaquemines Parish Government (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 in order 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 legally mandated 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 Louisiana 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 Louisiana 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 Louisiana 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. <p>Staffing requirements: Current Magistrate Judge, Juvenile Court Judge, Minute Clerk, Court Reporter and Security Personnel</p> <p>Resource requirements: A courtroom, access to the server {if available} and recording equipment. If available and established, hearings can possibly be conducted via video conferencing with the use of internet connection, laptop and/or iPad equipped with the proper software.</p>

2	<p>Ensure that all pleadings are filed and docketed in a timely manner. Staffing requirements: Docket Clerk, Clerk of Court Resource requirements: Office space, copier/printer, access to the server/VERDICT system, misc office supplies</p>
3	<p>Ensure that all essential finance and accounting functions are maintained. Staffing requirements: Judicial Administrator(JA) and/or Office Administrator/Secretary Resource requirements: Office space, computer equipped with word processing and spreadsheet software, access to the server, copier/printer, budget books, financial records, audit reports, 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. Staffing requirements: Office Administrator/Secretary , Plaquemines Parish Sheriff’s Office Finance Manager and Clerk of Court Resource requirements: office space, Judicial Expense Account, Bond Account, 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 on a daily basis 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 declaring a state of emergency at the Court. The Administrator will prepare an Order declaring a State of Emergency and the temporary closure of the Court which 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. (See Appendix G)

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).”

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 or relocating to an alternate site provided by the Plaquemines Parish Government (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. 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**

The courthouse located on the East Bank of Plaquemines Parish at the Parish Seat in Pointe-a-la-Hache, Louisiana was destroyed by fire in January 2002. The Court was provided an Annex facility at 301 Main Street, Belle Chasse, Louisiana as a base of operations and an alternate location at the Diamond Community Center in Diamond, Louisiana [near Port Sulphur] for court proceedings. In 2005, the alternate location at the Diamond Community Center was severely damaged during Hurricanes Katrina and Rita leaving the Court’s base of operations [301 Main Street, Belle Chasse] as the only court location available. In 2006, the Court was provided with a temporary trailer court facility located at 450 F. Edward Hebert Blvd., Belle Chasse, Louisiana for court proceedings and office space for court probation employees. As of the beginning of 2017, no additional court facilities have been constructed or provided to replace the damaged facilities. A new courthouse in Pointe a la Hache began site construction in late 2016 and is expected to be completed in late 2018.

Therefore, in the event of a disaster that makes operation of the Court impossible at the 301 Main Street Courthouse Annex Facility, court proceedings will be conducted at the 450 F. Edward Hebert Temporary Courthouse Facility with the need for a base of operations, including accommodations for the Judges and their staff, to be relocated and established at an alternate location to be provided by the Plaquemines Parish Government (governing authority) pursuant to R.S. 33:4713 and R.S. 33:4715. (See Appendix A)

In addition, in the event of a disaster that makes operation of the Courthouse impossible at the 450 F. Edward Hebert Temporary Courthouse Facility, court proceedings normally held at this location will be

moved to the 301 Main Street Courthouse Annex Facility with the need to relocate court probation employees to an alternate office facility to be provided by the Plaquemines Parish Government (governing authority) pursuant to R.S. 33:4713 and R.S. 33:4715. *(See Appendix A)*

In the event both the Main Street and F. Edward Hebert facilities are inaccessible or unsuitable for court operations, pursuant to LA R.S. 33:4713, the Parish of Plaquemines 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)*

As of the beginning of 2013, discussions have been initiated to provide the Court with facilities at the Parish Seat of Plaquemines Parish and the then future Government Complex located at 333 F. Edward Hebert Blvd, Belle Chasse, Louisiana. The Court has begun planning for sufficient and proper facilities at each proposed site factoring the needs of the Court, the safety of the Court and its employees, the cost of operations, the protection of assets and records and the accessibility to the public. With the intent to act fiscally responsible, the Court would establish its base of operations at facilities allocated within the Government Complex, 333 F. Edward Hebert Blvd., Belle Chasse, Louisiana with the assumption previously allocated annex and temporary facilities are no longer available for use by the Court.

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 an area within the closest proximity to the prisoners held in detention. Pursuant to the warden of the Plaquemines Parish Detention Center, prisoners held in detention will evacuate to a facility in or around the Baton Rouge area near East Baton Rouge District Court. Therefore, an Alternate Temporary Courthouse site for *hearings only* will be established at either of the following alternate site locations as agreed upon with the 23rd Judicial District Court* *[awaitingre-confirmation for 2016]*

- a. Gonzales Courthouse, 828 S. Irma Blvd, Gonzales, LA; *{See Appendix B}*
- b. Donaldsonville Courthouse, 300 Houmas St., Donaldsonville, LA or *{See Appendix C}*
- c. Livingston Parish Main Courthouse, 20180 Iowa St., Livingston, LA *{See Appendix D}*

The Primary Hot Site Recovery Location for the Court and its employees will be established at 333 F. Edward Hebert Blvd, Belle Chasse, Louisiana as **provided by the Plaquemines Parish Government pursuant to R.S. 33:4713** and an Alternate Hot Site Recovery Location will be established as **provided by the Plaquemines Parish Government pursuant to R.S. 33:4713**.

{Please see Appendix B, C & D for Alternate Site Addresses and Contact Information for hearings}

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 or via telephone by the Administrator, IT Support Team and/or Operations Manager(s) using the *Emergency Calling Directory*. All staff should remain at their office until specific guidance is received.

The Administrator, under the direction of the Chief Judge, will order the activation of the Court's COOP. The Administrator will then contact the IT Support Team 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 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, email, radio, TV broadcasts, postings to the Court's website (www.25thjdc.com) and social media site (Facebook) or a combination thereof. In addition, employees are directed to continually check the Court's website www.25thjdc.com and navigate to the 'employee portal login' section and/or "Court News and Notices" section for updates on the status of the court. Employees will be required to 'check-in' on such website or by email 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
2. IT Support Team
3. Operations Manager(s)
4. Courthouse Security Manager(s)

4. Leadership:

Successors:
1. Chief Judge – The Administrator will contact Chief Judge for authorization to activate COOP. Chief Judge will assist Administrator in coordination of release of information to media and interaction with community leaders.
2. Alternate Judge: The 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 Administrator in coordination of the release of information to the media and interaction with community leaders.
3. Judicial Administrator (JA)/Office-Court Administrator: The Administrator 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 Administrator will also contact the Parish President and the Supreme Court to assist in contacting the media. The Administrator is responsible for providing assistance 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 Administrator 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 if necessary. The Administrator is responsible for contacting the CPA, Payroll and Human Resource departments and provide them with the location of the alternate site if necessary. The Administrator is to ensure all important financial documents of the Court are removed and relocated during an evacuation including the budget books, financial records, audit reports, inventory reports, deposit slips and bank stamps. The Administrator is responsible for coordinating all emergency purchases and supplying the offices at the alternate site location if necessary. The Administrator is responsible for assisting in contacting the employees and helping with the set-up of the alternate site if necessary. The Administrator is 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 Administrator is 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).
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 time-lines. 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.
5. 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.
6. 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 Administrator 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.
7. Courthouse Security Manager(s): Assist the Court in maintaining secure facilities and proceedings. Assist Administrator and/or Operations Manager(s) with securing Court buildings and reporting any damage to the Parish Government for repair.
8. 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 <i>pro tempore</i> 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. 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	Provider Data Vault	Backup is done through provider and stored at an offsite vault location
Drug Court Database	Louisiana Supreme Court	Defer to LA Supreme Court
Juvenile Court Database	Provider Data Vault and Louisiana Supreme Court	Defer to provider and LA Supreme Court
Criminal Court Server/Database	Provider Data Vault	Defer to Clerk of Court
Payroll Software	Parish Government	Defer to Plaquemines Parish Government
Documents	Provider Data Vault	Defer to provider
Accounting Software	Provider Data Vault	Defer to provider
Purchasing & Finance Software	Parish Government	Defer to Plaquemines Parish Government

The IT Support Team is responsible for maintaining and storing the back-up server(s). In the event the server(s) were to be inoperable for a period of time, Provider and the Court have entered into a business recovery plan to assist in preparing for and responding to a disaster. Provider will assist in restoring network services. Employees are able to access their emails via the web as instructed.

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.

If there is advance notice, i.e. hurricane evacuation, the steps to restoring computer service will be coordinated with the Court and Provider.

The following Court officials will have a laptop and/or iPad tablet with a wireless connection to enable them to conduct Court business as necessary:

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

6. **Emergency Expenditures**

Approval of emergency expenditures in the event the COOP has to 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 Administrator 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 clients 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 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 Administrator, Judges and other agencies and officials as needed.

VIII. LOGISTICS

1. INTEROPERABLE COMMUNICATIONS

The Judge, Administrator 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.25thjdc.com and navigate to the **'employee portal login' section and "Court News and Notices'** for updates on the status of the Court. Employees will be required to check-in on such website 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.25thjdc.com) and Facebook page 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 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 court-house 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 – Gonzales Courthouse Directions/Contact Information

828 S. Irma Blvd., Gonzales, LA 70737

A. New Orleans to Gonzales:

1. Take I-10 West toward Baton Rouge
2. Exit at 179/La. Hwy 44 Gonzales/Burnside
3. Turn right onto La. Hwy 44/Burnside
4. At 4th light La. Hwy 939/East Worthey turn right and proceed to next light
5. Courthouse is on the left

B. Baton Rouge to Gonzales:

1. Take I-10 East toward New Orleans
2. Exit at 177/La. Hwy 30 Gonzales/St. Gabriel turn left at light onto La. Hwy 30
3. At 3rd light/La. Hwy 44/Burnside turn left
4. At 3rd light/La. Hwy 939/East Worthey turn right and proceed to next light
5. Courthouse will be on the left

33 minutes to East Baton Rouge District Court

Governmental Building

222 St. Louis St.

Baton Rouge, LA 70802

(225) 389-4744

Appendix C – Donaldsonville Courthouse Directions/Contact Information

300 Houmas Street, Donaldsonville, LA 70346

A. New Orleans to Donaldsonville:

1. Take I-10 West toward Baton Rouge
2. Exit at 182/Donaldsonville/Sorrento and veer left onto La. Hwy 22
3. At caution light turn left onto La. Hwy 70 and proceed across Sunshine Bridge
4. Proceed straight about 1 ½ miles
5. After crossing railroad track, road will fork
6. Veer right and proceed to the 4th light and turn right onto Chetimatches Street
7. Courthouse is 4 blocks down on the left

B. Baton Rouge to Donaldsonville:

1. Take I-10 East toward New Orleans
2. Exit at 182/Donaldsonville/Sorrento and veer right onto La. Hwy 22
3. At caution light, turn left onto La. Hwy 70 and proceed across the Sunshine Bridge
4. Proceed straight about 1 ½ miles
5. After crossing railroad track, road will fork
6. Veer right and proceed to the 4th light and turn right onto Chetimatches Street
7. Courthouse is 4 blocks down on left

49 minutes to East Baton Rouge District Court
Governmental Building
222 St. Louis St.
Baton Rouge, LA 70802
(225) 389-4744

Appendix D – Livingston Parish Main Courthouse Directions/Contact Information

20180 Iowa Street, Livingston, LA 70754

A. New Orleans to Livingston:

1. Take I-10 West toward Baton Rouge – go 23.6 miles
2. Take slight right onto I-55N (signs for Hammond) – go 29.5 miles
3. Take exit 29B to merge onto I-12W toward Baton Rouge – go 15.4 miles
4. Take exit 22 for LA 63N toward Livingston – go .03 miles
5. Turn right onto LA 63N/S Frost Road – go 1.6 miles
6. Turn left onto Iowa St – destination will be on the left

Livingston Parish County Court
20180 Iowa Street – Main Courthouse
1st Floor, Courthouse
Livingston, LA 70754
(877) 854-1579

34 minutes to East Baton Rouge District Court
Governmental Building
222 St. Louis St.
Baton Rouge, LA 70802
(225) 389-4744

Appendix F - GLOSSARY OF COMMON DISASTER-RELATED TERMS

Affected, but habitable - A term used to describe property that has minor damage as a result 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 as a result 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 as a result 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 general 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 as a result 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 situation

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 situation

Severe Thunderstorm Warning - Indicates a severe thunderstorm (damaging winds over 58 mph or hail greater than ¾" in diameter) is likely to develop

Severe Thunderstorm Watch - Indicates a severe thunderstorm (damaging winds over 58 mph or hail greater than ¾" 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 situation 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 due to the effects 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 particular area

TWENTY-FIFTH JUDICIAL DISTRICT COURT

STATE OF LOUISIANA

PARISH OF PLAQUEMINES

FILED: _____

DEPUTY CLERK

ORDER

Acting in accordance with the La. Const. Art. V, Sec. 1 and the inherent power of this Court and considering the emergency created by _____,

IT IS HEREBY ORDERED, ADJUDGED AND DECREED THAT:

The 25th Judicial District Court for the Parish of Plaquemines shall be closed beginning _____ through _____ unless further extended by Order of this Court.

Signed at Belle Chasse, Louisiana this _____ day of _____, 20____.

Judge