

## **OVERVIEW**

The Orleans Parish Juvenile Court Continuity of Operations Plan (COOP) is based on the *Department of Homeland Security (DHS) Headquarters Continuity of Operations (COOP) Guidance Document, dated April 2004.*

Questions concerning this plan can be directed to:

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# **2012**

# **Continuity of Operations Plan**

*Revised 06/01/2012*



**Orleans Parish Juvenile Court**  
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## **I. EXECUTIVE SUMMARY**

The Orleans Parish Juvenile Court (OPJC) Continuity of Operations Plan (COOP) establishes policies and guidelines in the event an emergency threatens or incapacitates operations to ensure the execution of constitutionally mandated functions for the Court, including the relocation of selected personnel.

Specifically, the plan is designed to:

- A. Ensure the Orleans Parish Juvenile Court is prepared to respond to emergencies, recover from them, and mitigate against their impacts.
- B. Ensure the Orleans Parish Juvenile Court is prepared to provide critical services in an environment that is threatened, diminished, or incapacitated.

## **II. INTRODUCTION**

Orleans Parish has developed plans to protect the citizens in the event of a disaster, civil disturbance, pandemic or unusual occurrence. The Orleans Parish Civil Sheriff has developed a plan to secure and protect the premises of the Civil District Court building in which Orleans Parish Juvenile Court is located. Preparation to manage such disaster requires a realistic combination of the efforts of different agencies. Orleans Parish Juvenile Court will be responsible for ensuring all its employees are informed, prepared and in constant communication to provide the safest possible outcomes in the event of a disaster.

## **III. PURPOSE**

This plan serves as a guide for all Orleans Parish Juvenile Court (OPJC) employees in the event of an emergency. The following plan will establish leadership guidelines for managing unusual occurrences and the continuity of essential court functions. While no plan can cover every possible situation or emergency, this plan describes basic actions necessary to protect personnel and property. An unusual event may be natural or man-made and may cause services to be interrupted. Situations addressed by this plan include, but are not limited to, fire, electrical outage, pandemic, explosion, smoke, bomb threats, suspicious persons or objects, hurricanes or other weather-related events. The plan is designed to prioritize the continuation, mitigation, and restoration of Juvenile Court operations that may be interrupted due to unusual occurrences.

- A. Maintain law and order and a safe working environment
- B. Prepare the court for swift, efficient and safe implementation of an emergency plan should the need arise
- C. Establish a plan before an emergency so that decisions are not made spur-of-the moment
- D. Protect essential equipment, records, information technology and other assets
- E. Effectively coordinate and protect court staff, visitors, and court users
- F. Facilitate decision-making for execution of the Plan and the subsequent conduct of operations
- G. Minimize loss of life and property damage
- H. Care for the health and safety needs of personnel

- I. Restore mission-critical systems within an acceptable period of time
- J. Expedite restoration of mission-critical functions, including having in place an alternative facility if needed
- K. Provide recovery operations to expedite the return to normal Court operations
- L. Provide timely and accurate information to the public and the media
- M. Ensure the continuous performance of the Court's essential functions/operations during an emergency within an acceptable period of time
- N. Reduce or mitigate disruption of operations
- O. Identify and designate principals and support staff to be relocated
- P. Achieve a timely and orderly recovery from the emergency and resumption of full service to all customers.

#### **IV. APPLICABILITY AND SCOPE**

- A. Support from other state agencies, city and local governments as described herein will be coordinated with the responsible office as applicable.
- B. This document is applicable to Orleans Parish Juvenile Court to include the following procedures for the following types of emergencies: those that require building evacuating, shelter in place or another special action, hurricane, fire evacuation, bomb or suspicious object evacuation, bomb threat, disturbance in the building, power failure and state of emergency.

#### **V. ESSENTIAL FUNCTIONS**

It is important to establish priorities before an emergency to ensure that the relocated staff can complete the essential functions during an emergency. All designated persons shall ensure that 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><b>Ensure that the following legally mandated hearings are held within the time restraints required by law:</b></p> <ul style="list-style-type: none"> <li>a. <b>Child in Need of Care Continued Custody Hearings</b> – 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 3 days after the child’s entry into custody.</li> <li>b. <b>Juvenile Delinquency Continued Custody Hearings</b> – Pursuant to Louisiana Ch.C. Art. 819, when a child has been arrested and the judge has found reasonable grounds to hold the juvenile in the custody of the juvenile detention center, a continued custody hearing must be held within 3 days after the child’s entry into the juvenile detention center and a probable cause determination must be made at that time.</li> <li>c. <b>Bail Hearings</b> – The Court may require bail if it finds such is necessary to secure the child’s appearance for subsequent hearings (La. Ch.C. Art. 821).</li> <li>d. <b>Juvenile Delinquency Preliminary Hearings</b> – Pursuant to La. Ch.C. Art. 854, the juvenile generally is required to answer the petition within fifteen days of its filing.</li> <li>e. <b>Any other emergency orders which must be conducted by law</b></li> </ul> <p><b>Staffing Requirements:</b> The Judge, a Minute Clerk, Court Recorder and Security Personnel</p> <p><b>Resource Requirements:</b> A courtroom, recording equipment and access to the court’s network. If these resources are not available, hearings can be recorded on a simple tape recorder and documents prepared manually.</p>
2.	<p><b>Ensure that all pleadings are filed and docketed in a timely manner.</b></p> <p><b>Staffing Requirements:</b> Clerk of Court</p> <p><b>Resource Requirements:</b> Office space, file stamp, copier/printer, docket ledger, miscellaneous office supplies and access to the court’s network.</p>
3.	<p><b>Ensure that all essential finance and accounting functions are maintained.</b></p> <p><b>Staffing Requirements:</b> Judicial Administrator and Fiscal Administrator</p> <p><b>Resource Requirements:</b> Office space, personal computer equipped with accounting and other essential software, copier/printer, budget book, financial policies, audit report, most recent balances, checks, deposit slips, stamps and miscellaneous office supplies.</p>
4.	<p><b>Ensure that the collection and distribution of fees and costs are maintained in accordance with proper accounting procedures.</b></p> <p><b>Staffing Requirements:</b> Judicial Administrator and Fiscal Administrator</p> <p><b>Resource Requirements:</b> Office space, cash register, receipt book and miscellaneous office supplies.</p>

Emergency operations for the Orleans Parish Juvenile Court are only those essential functions of the court (as stated above) that must be continued, even in a state of emergency. Generally, an essential function must be resumed within 12 hours of the disruption of normal operations and plans must be in place to maintain the essential function for up to 30 days or until normal operations resume. Pursuant to law, specific time restraints ensure that children are not held in custody for indefinite periods of time. The Court will attempt to hold all possible hearings, including problem solving court dockets, such as Drug Court and FINS. However, matters which may be deferred would have to be rescheduled at such time when adequate resources

become available. In the case of an extended interruption in operations a request for an emergency proclamation from the Louisiana Supreme Court may be necessary to temporarily suspend time limitations under the Adoption and Safe Families Act (“ASFA”). Some examples of hearings that could be rescheduled under emergency conditions are as follows:

- A. Juvenile Delinquency and Child in Need of Care matters wherein the child has been released to the custody of a family member.
- B. Adoptions
- C. Termination of Parental Rights
- D. Child Support
- E. Families in Need of Services
- F. Juvenile Traffic
- G. Motions for Disclosure/Expungements
- H. Motions for Voluntary Transfer of Custody
- I. Truancy
- J. Any other miscellaneous hearings.

## **VI. AUTHORITIES AND SUPPORT**

Orleans Parish Juvenile Court has an obligation under the Louisiana Constitution to remain open continuously. The right to judicial review is outlined in Article 1, section 19 of the Louisiana Constitution, which provides that “[n]o person shall be subjected to imprisonment or forfeiture of rights or property without the right of judicial review.” La. Const. art. 1, sec. 19. In addition, Article 1, section 22 provides that “[a]ll courts shall be open, and every person shall have an adequate remedy by due process of law and justice, administered without denial, partiality, or unreasonable delay, for injury to him in his person, property, reputation, or other rights.” No branch of government may exercise power belonging to any of the others. La. Const. art. 2, section 1-2.

The Louisiana Revised Statutes and Louisiana Supreme Court Rules provide for contingency plans so that Orleans Parish Juvenile Court may remain open in the event of a disaster. Louisiana Revised Statutes, Title 29, Chapter 6, “The Louisiana Homeland Security and Emergency Assistance and Disaster Act,” outlines the responsibility of the Governor’s Office of Homeland Security and Emergency Preparedness to make provisions for the State of Louisiana to be prepared to respond to emergencies and disasters. If Orleans Parish Juvenile Court were unable to function at its existing location, by executive order or proclamation of the governor under the Louisiana Homeland Security and Emergency Assistance and Disaster Act, Orleans Parish Juvenile Court is authorized to establish an ancillary location in the State of Louisiana during a state or emergency or disaster in order to effectively operate as it would have in its original location. La. R.S. 13:5. In addition, Rule XLI of the Louisiana Supreme Court provides for civil legal services following determination of a major disaster.

## VII. CONCEPT OF OPERATIONS

### A. PHASE I: ACTIVATION

#### 1. PROCEDURES FOR EMERGENCY BUILDING EVACUATION WHILE EMPLOYEES ARE AT WORK

##### a. PROCEDURES FOR EMERGENCIES THAT REQUIRE BUILDING EVACUATION, SHELTER IN PLACE OR ANOTHER SPECIAL ACTION

Hurricanes, bomb threats, fires, terrorist attacks, power failure or telephone failure are the specific emergencies addressed in this document. Each type of disaster requires a different response. Some will have warning, others will occur at random. In any event, Orleans Parish Juvenile Court will continue to operate in this facility. When an emergency arises, the Chief Judge shall consult with emergency preparedness officials or the Orleans Parish Sheriff's Office to determine the plan of action.

The Judicial Administrator shall notify all employees, when an evacuation has been authorized. Once this authorization has been given, evacuation procedures shall be implemented.

In the event of a building evacuation, all Orleans Parish Juvenile Court Employees, familiar with the identity and role of his or her supervisor, should be familiar with the location of the following equipment or locations:

- fire extinguishers
- alarm pull stations
- fire and smoke alarms
- primary and secondary building exit routes
- the "buddy system" protocol

Orleans Parish Juvenile Court employees shall pay special attention to the welfare of visitors to the court who may need direction in evacuating the building or responding to the emergency.

#### DISASTER PLAN PHONE NUMBERS

Juvenile Court	(504) 658-9500
City of New Orleans Property Management	(504) 658-3600
Governor's Office of Homeland Security & Emergency Preparedness	(225) 925-7500
Orleans Parish Sheriff's Office (Guard Shack)	(504) 586-0909

If building evacuation is necessary, all employees and visitors shall comply with the following guidelines:

- Collect personal valuables such as purses, wallets, etc., if they are readily available. Do not delay evacuation to gather personal belongings.
- Close office doors upon exiting, but do not lock them.
- Have a **buddy** identified, be aware of your buddy and make sure that the person is able to respond to the call to evacuate. A buddy should provide the assistance necessary to



facilitate the evacuation. If additional assistance is needed for the person to evacuate, other employees in the vicinity and their buddies should be enlisted.

- Walk quickly to the nearest usable exit. Do not run. If the nearest stairway or doorway is blocked or otherwise inaccessible, proceed to an alternate exit.
- Do not use the elevators.
- Exit the building and proceed without delay to the evacuation area. The evacuation area is located at Duncan Plaza.
- Make sure your buddy is accounted for.
- Make contact with your supervisor/manager/director to make sure they are aware you have safely evacuated.
- Remain in the evacuation area until instructed otherwise.
- **Do not reenter the building for any reason until the Judicial Administrator advises it is safe to do so.**

#### **i. Judicial Administrator/Assistant Judicial Administrator**

During an emergency situation, the primary duty of the Judicial Administrator will be to ensure the provisions of this Plan are implemented. In the Judicial Administrator's absence, the Assistant Judicial Administrator shall perform the duties of the Administrator.

During emergency situations, the Judicial Administrator shall do the following:

- Notify the Juvenile Court Judges and other community partners in the building of the emergency and request assistance from the Emergency Response Center at 911.
- Notify the Orleans Parish Sheriff's Office at (504) 586-0909 of the emergency as soon as possible after the situation has been identified.
- If an evacuation is called for, monitor the emergency situation and the evacuation from an appropriate location.

The Assistant Judicial Administrator shall act as follows:

- Assist the Judicial Administrator as directed.
- Should an evacuation be called for, the Assistant Judicial Administrator shall stand in a safe location outside the building and expedite the evacuation of individuals to the evacuation area. The evacuation area is located at Duncan Plaza.
- Once all individuals have evacuated, the Assistant Judicial Administrator shall proceed to the evacuation area and receive the status of employees and visitors from each of the supervisors/ managers/directors. Information about individuals who are missing or who did not evacuate shall be communicated to the Judicial Administrator and the Deputy Mayor of Public Safety.

#### **ii. Court Security Officers Responsibility**

In the event of an emergency, court police officers shall assist the Judicial Administrator, the Assistant Judicial Administrator and the Sheriff's Office as directed. Special attention should be given by police officers assigned to a section of court to ensure that the judge sitting in that section is aware of the emergency and the need to evacuate, if given.

In the event of an evacuation, the Orleans Parish Sheriff's Office shall respond as follows:

- The Chief Officer shall monitor the evacuation from an appropriate location(s) and direct and/or assist subordinate security staff as necessary.
- The officer(s) assigned to OPJC will direct all visitors and guests out of the court rooms and waiting areas and through the front door or the nearest usable exit to the evacuation area. That officer shall then proceed to the evacuation area and monitor as necessary.
- Prior to leaving the building, the Chief Security Officer shall check the holding area to make sure no youths are left behind.
- Officers shall ensure that individuals who need assistance exiting the building have been identified and that rescue personnel are aware of their needs.
- Before leaving the building, officers shall perform a final walk-through of the part of the building to which they are assigned to ensure that all employees, guests and visitors have left.

### **iii. Supervisors/Managers/Directors**

When an order is given to evacuate the building, supervisors/managers/directors will perform the following actions:

- Encourage employees in the office area to remain calm and to secure confidential records if time and circumstances permit.
- Advise employees and visitors to evacuate the building quickly and in an orderly manner via the front door or the nearest usable exit.
- Be aware that there may be a need to assist in the evacuation of individuals needing help.
- Instruct evacuees to proceed to the evacuation area.
- Quickly check assigned areas, including restrooms, to determine if all employees, visitors and guests have left. Insist that stragglers evacuate immediately.
- Ensure that all office doors in the area are closed. Doors should not be locked.
- Upon arriving at the evacuation area, supervisors/managers/directors shall ensure that the employees and visitors from their area have assembled in the evacuation area and encourage them to remain together. The Judicial Administrator shall report the absence of any employee or visitor to the Chief Security Officer on the scene.

### **iv. Building Engineer Responsibility**

Herb Williams (504) 658-0200 is the Building Engineer, who will notify the security staff, the Judicial Administrator or Assistant Judicial Administrator after attempting to ascertain the nature and location of the emergency. In addition, he will do the following:

- May secure elevators and any other machinery or equipment (depending on the type of emergency)
- Remain available to assist the Judicial Administrator, Assistant Judicial Administrator or Chief Security Officer as directed.
- Stand by to direct or assist firemen or other emergency personnel as needed.

## **b. PROCEDURES FOR HURRICANE**

Each hurricane season (June 1 – November 30), New Orleans could be threatened by a hurricane or tropical storm. Planning and preparation are essential to making it through and recovering from a hurricane.

VEHICLE # \_\_\_\_\_

### **Vehicle Maintenance Checklist**

It shall be the duty of the Assistant Judicial Administrator to ensure that all Court vehicles will be kept in a roadworthy and ready condition. The Assistant Judicial Administrator will inspect each vehicle every two weeks during hurricane season according to the following checklist:

<b>Initial</b>	<b>Task</b>
	Ensure that each vehicle's fuel tank is filled.
	Ensure that each vehicle's tire pressure is correct and lugs are properly tightened.
	Inspect vehicle tires and make any replacements or repairs that are necessary.
	Ensure that all spare tires are in place and in serviceable condition.
	Ensure that all fluids (oil, transmission, windshield, engine coolant and battery) are at a proper level and changed if necessary.
	Ensure that a vehicle emergency kit (including jumper cables, lug wrench, fix-a-flat, etc.) is located in each vehicle.
	Ensure that fire extinguishers are located in each vehicle.
	Ensure that each vehicle is cleaned inside and out prior to evacuation.
	Ensure that any necessary repairs, not specifically mentioned, that may affect the vehicles operational status, are made.
	Report the ready condition of these vehicles to the Judicial Administrator.
	Move all non essential vehicles to designated storage area.

\_\_\_\_\_  
Name of Person Inspecting Vehicle

\_\_\_\_\_  
Completion Date

\_\_\_\_\_  
Time

\_\_\_\_\_  
Judicial Administrator

\_\_\_\_\_  
Received Date

\_\_\_\_\_  
Time

### **i. Pre-Evacuation**

All Court employees should ensure that they have an evacuation plan for their families and should take immediate steps to implement said plan. The Judicial Administrator will be responsible for ensuring that all responsibilities and duties are carried out before final evacuation.

Employees shall ensure that all computers and electronic equipment is unplugged and placed on top of their desk. The computers should then be covered with plastic bags or tarps. Blinds and

doors should be fully closed. All personal refrigerators should be completely emptied, and cleaned. All food items should be immediately disposed of and placed in tied up garbage bags or taken home with personnel. Whenever possible, items are to be placed off of the floor. All Court employees shall secure computers, files, clear desk and cabinets of items, etc.

Supervisors/manager/directors will ensure that this is completed. They will further check any vacant office or the office of any absent employee. The Assistant Judicial Administrator will ensure that the refrigerator in the break room is cleaned out.

## **ii. Evacuation**

The Judicial Administrator will make a final check of the building to ensure that the building and contents are as secure as possible. Upon evacuation, the COOP will be activated and employees shall follow procedures as set forth in the plan.

## **iii. Post Evacuation Plan**

It is the responsibility of all Court employees to remain in contact with the Court. Orleans Parish Juvenile Court employees should notify either the Judicial Administrator (504) 723-0989 or the Assistant Judicial Administrator (504) 710-8561. COOP information will be updated and provided to all Court employees prior to the evacuation and will be posted on the website: [www.opjc.com](http://www.opjc.com).

All Court employees must register and continuously update their contact information at the following website: [www.opjc.com](http://www.opjc.com). This website will be updated with current information. Employees must speak to their supervisor or leave a message indicating they have received the update. In the event the website is not functioning, all Court employees must contact their supervisor or the Judicial or Assistant Judicial Administrator.

Re-opening - The Chief Judge/Judicial Administrator will determine when the Court will reopen and when employees will return to the Court based upon the directives of the Mayor. The OPJC website will be updated with current information. The news media will be contacted to announce the re-opening date.

## **c. PROCEDURES FOR FIRE EVACUATION**

### **Court Security Officers Responsibility**

When a fire alarm is activated and/or when an order is given to evacuate the building, court security officers shall be positioned in a manner that will expedite the safe and orderly flow of people out of the building and to the evacuation area. Generally, employees working in the building shall exit the building through the front door or the nearest usable exit. Visitors to court who are in the waiting areas or courtrooms shall be directed by the court officer to exit the building through the front door or the nearest usable exit. Regardless of which door is used, upon exiting the building all individuals shall proceed to the evacuation area.

In the event of a fire alarm, the Orleans Parish Sheriff's Office shall respond as follows:

- The Chief Officer shall monitor the evacuation from an appropriate location(s) and direct and/or assist subordinate security staff as necessary.
- The officer(s) assigned to OPJC will direct all visitors and guests out of the court rooms and waiting areas and through the front door or the nearest usable exit to the evacuation area. That officer shall then proceed to the evacuation area and monitor as necessary.
- Prior to leaving the building, the Chief Security Officer shall check the holding area to make sure no youths are left behind.
- Officers shall ensure that individuals who need assistance exiting the building have been identified and that rescue personnel are aware of their needs.
- Before leaving the building, officers shall perform a final walk-through of the part of the building to which they are assigned to ensure that all employees, guests and visitors have left.

### **Supervisors/Managers/Directors**

When a fire alarm is activated or when an order is given to evacuate the building, supervisors/managers/directors will:

- Encourage employees in the office area to remain calm and to secure confidential records if time and circumstances permit.
- Advise employees and visitors to evacuate the building quickly and in an orderly manner via the front door or the nearest usable exit.
- Be aware that there may be a need to assist in the evacuation of individuals needing help.
- Instruct evacuees to proceed to the evacuation area.
- Quickly check assigned areas, including restrooms, to determine if all employees, visitors and guests have left. Insist that stragglers evacuate immediately.
- Ensure that all office doors in the area are closed. Doors should not be locked.
- Upon arriving at the evacuation area, supervisors/managers/directors shall ensure that the employees and visitors from their area have assembled in the evacuation area and encourage them to remain together. The Judicial Administrator shall report the absence of any employee or visitor to the Chief Security Officer on the scene.

### **Building Engineer Responsibility**

When a fire alarm is activated or when an order is given to evacuate the building, the Building Engineer will check the fire control panel to determine the location of the fire, then immediately notify the security staff, the Judicial Administrator and/or the Assistant Judicial Administrator of the fire's location and immediately contact the Emergency Response Center at 911.

When a fire alarm is activated at the Court employees will evacuate immediately. The public address system will be used to notify people of the need to evacuate the building. The receptionist on the first floor will announce, "This is not a drill. Everyone evacuate immediately. This is not a drill". Personnel will evacuate according to their location in the building at the time the alarm is given. No one will remain in the building.

Supervisors/managers/directors will insure that proper evacuation routes will be utilized. They will close doors, secure confidential information if possible and obtain head counts after the evacuation is complete. (For list of all departments, see "Assisting Personnel," above).

**d. PROCEDURES FOR BOMB OR SUSPICIOUS OBJECT EVACUATION**

In the event a bomb or suspicious object is discovered, the following methods of evacuation will be implemented. Employees working at the time a bomb or suspicious object is discovered will follow fire evacuation procedures and evacuate the building (see Fire Evacuation Procedures – page 6).

- i. Any employee who discovers a bomb or suspicious package should not, under any circumstances, investigate, touch, or move the object and notify the Sheriff's Office at (504) 586-0909.
- ii. Security should immediately check the cameras to look for suspicious objects in other areas of the facility.

**e. BOMB THREAT (Called-In, E-Mailed, Text, U.S. Mail)**

If any employee receives a bomb threat of any type from an anonymous party, the following procedure will be used:

- i. The receiver of the bomb threat shall attempt to ascertain the following information from the original source:
  - Name of the informer if possible
  - Time of call/contact
  - Location of the alleged bomb and the time of detonation
  - Reason given for the threat
  - Actual words used by the informer
  - Any additional information
- ii. The employee receiving a called-in bomb threat should attempt to stay on the phone with the caller and not hang up the phone until instructed to do so by law enforcement personnel.
- iii. Employee on phone will instruct first available employee to notify 911 and initiate the Fire Evacuation procedure.
- iv. The employee receiving a bomb threat shall inform the supervisor or the nearest staff member in order to initiate the fire evacuation procedures.
- v. A bomb threat shall always be treated as a FIRE EVACUATION. (see Fire Evacuation Procedures – pages 6-7)
- vi. A bomb or bomb threat shall never be announced over the radio/intercom system.

- vii. If nothing is found on the premises, and it is declared safe after consulting with authorities, all activities will resume as scheduled.

**f. DISTURBANCE IN THE BUILDING**

OPJC is visited by many employees and public citizens each day. Employees and public citizens may enter the building with various levels of stress, malcontent and frustration. As a result, the Court is an at risk location for persons to become violent and create disturbances and/or cause injury to others and property. To alleviate and/or reduce potential harm to employees, citizens and property, the following procedure will be used for person(s) creating the disturbance in the building.

- i. The Receptionist will use the public address system and say "Security report to (location of disturbance) ASAP".
- ii. Call the Security Office at (504) 586-0909 and provide the following information:
  - Location of Disturbance
  - Description of Disturbance
  - type of behavior/weapon, if any
  - types of injuries/damage, if any
- iii. Call Administration (504) 658-9546 and provide the above listed information. Once the disturbance has been subdued by appropriate security/law enforcement personnel, an "ALL CLEAR" will be given by the receptionist via the intercom system. Only after the "ALL CLEAR" message has been given, may normal activity resume.

**g. POWER FAILURE**

When a power failure occurs, the Assistant Judicial Administrator should be notified. She will notify City Hall's Property Management Department (504) 658-3600 of the power outage and will disseminate the projected repair time to the individual reporting the outage.

**h. TELEPHONE FAILURE**

In the event of a telephone failure, cell phones shall be used as alternate communication devices. When a telephone failure occurs, the employee that discovers the problem should notify their immediate supervisor.

The supervisor will contact the Information Technology (IT) Department via cell phone to report the outage. IT will notify City Hall's Property Management Department and will disseminate the projected repair time to the employees.

## 2. DECISION PROCESS FOR DECLARING STATE OF EMERGENCY

The Chief Judge is responsible for declaring a state of emergency for the Orleans Parish Juvenile Court in consultation with the Mayor's Office and Homeland Security. Once a disaster is declared based on the initial levels of outage, OPJC immediately declares one of the following levels of outage:

- a. **Level I Outage – Short-Term Outage (less than 72 hours)** – Staff should remain within commuting distance.
- b. **Level II Outage – Mid-Term Outage (72 hours to 3 months)** – Execute formal disaster recovery strategy which will include declaring a disaster and possibly going to an alternate site. Operations will possibly be moved to the First Parish Court, 924 David Dr., Metairie, LA 70003-5135 (Pending Confirmation).
- c. **Level III Outage – Long-Term Outage (3 months or more)** – Execute formal disaster recovery strategy which may involve relocating the base of operations on a long-term basis or permanently. Operations will possibly be moved to Baton Rouge Juvenile Court, 8333 Veterans Memorial Blvd., Baton Rouge, LA 70807-4002 (Pending Confirmation).

## 3. ALERT, NOTIFICATION AND IMPLEMENTATION PROCESS

The Judicial Administrator under the direction of the Chief Judge will order the activation of the Orleans Parish Juvenile Court COOP. The Judicial Administrator will notify the Mayor's Office and the Louisiana Supreme Court. If the situation allows for warning during normal working hours, Judges and staff may be alerted prior to the activation of the COOP. Information will normally be passed telephonically by the Judicial Administrator to the Judges and Managing Personnel using an emergency contact directory.

The Managing Personnel who will contact staff for whom each is responsible with all pertinent information including the emergency relocation. Staff will also be notified at this time as to who will need to report to work immediately. Court case managers will compile a listing of all children in placement and will evacuate with the listing. During evacuation, the case managers will make every effort to obtain updates on the status of the children in placement. The Detention Judge and his or her court staff will contact the Directors of all Orleans Parish juvenile detention centers, parents, guardians and families of detained children and youth and immediately begin emergency continued custody hearings to release as many children and youth to the custody and control of their parents, guardians and families as practicable. For children and youth who pose a threat to the community, the Court will release the child or youth to a parent/guardian/family member with an anklet equipped via satellite with a Global Positioning Systems capability. In the event there is no time to coordinate hearings or there are children and youth in detention whose parents, guardians or families cannot be contacted, those children shall be evacuated pursuant to the recommendation of the New Orleans Corrections Committee to a



federal facility. The designated Court Team will travel to the selected location. Housing will be available for the Court Team at the federal facility. The Corrections Committee will select the evacuation site. A cooperative agreement has not been executed with the Department of Justice.

In the event no such agreement is executed when there is a risk of imminent threat, the City of New Orleans, through the New Orleans Police Department (NOPD), will transport any detained youth to East Baton Rouge Parish (EBR). In the event there is a risk to EBR, NOPD will transport children and youth to Lafayette, Louisiana. The OPJC court team will travel to either EBR or Lafayette. Family in Need of Services (FINS) and Drug Court will make every effort to locate all children they oversee. FINS and Drug Court will compile a list of contact information and will manage the case as necessary during an evacuation.

The recovery strategy is to restore daily operations and computer systems in a timely manner. The notification process as related to COOP activation should allow for a smooth transition of the Judges and essential staff to an alternate facility to continue execution of the essential functions of the Court. Notification regarding updates on the status of the Court may be via personal contact, telephone, cell phone, pager, radio and/or TV broadcasts, email, or postings to the OPJC website ([www.opjc.com](http://www.opjc.com)) under “Emergency Section.” Employees will be required to check-in on such website with their relocation information in times of extended evacuation.

## **4. LEADERSHIP**

The Managing Personnel, with the oversight of the Chief Judge and Deputy Chief Judge, will be responsible for the implementation of the COOP. In addition, the Chief Judge, Deputy Chief Judge, Managing Personnel will work with “assisting authorities” to implement the COOP. Lists identifying who comprises “Managing Personnel,” “Assisting Personnel,” and “Assisting Authorities” have been identified below.

### **a. Managing Personnel**

- i. Judicial Administrator
- ii. Assistant Judicial Administrator
- iii. Clerk of Juvenile Court
- iv. Fiscal Administrator
- v. Director of Families In Need of Supervision
- vi. Director of Drug Court
- vii. Director of Information Technology
- viii. Section A Point Person
- ix. Section B Point Person
- x. Section C Point Person
- xi. Section D Point Person
- xii. Section E Point Person
- xii. Section F Point Person
- xiv. Orleans Parish Civil Sheriff

### **b. Assisting Personnel**

- i. All Court Personnel

- aa. Section A
- bb. Section B
- cc. Section C
- dd. Section D
- ee. Section E
- ff. Section F
- gg. Administration
- hh. Clerk's Office
- ii. Information Technology
- jj. Accounting/Fiscal Administration
- kk. File Room
- ll. Holding Area
- ii. Court Programs
  - aa. Behavioral Health
  - bb. Court Coordination
  - cc. Teen Court
  - dd. Drug Court
  - ee. Families in Need of Supervision (FINS)
  - ff. JDAI Coordination
  - gg. Evening Reporting Center
  - hh. ODAP
  - ii. DCFS Liaison
  - jj. 10.RSD Liaison
  - kk. 11.Mental Health Services
  - ll. 12.Juvenile Regional Services
  - mm13.Juvenile District Attorney
- iii. Any Other Person and/or Agency Deemed Necessary to Contact

**c. Assisting Authorities and/or Persons/Agencies to Be Contacted When COOP Activated**

- i. Mayor of New Orleans
- ii. President of City Council
- iii. Civil and Criminal District Courts
- iv. Fourth Circuit Court of Appeal
- v. Louisiana Supreme Court
- vi. Orleans Parish Sheriff
- vii. New Orleans Police Department
- viii.New Orleans Fire Department
- ix. Medical Responders
- x. Governor's Office of Homeland Security & Emergency Preparedness
- xi. The Orleans Public Defenders
- xii. Juvenile Regional Services
- xiii.Orleans Parish District Attorney
- xiv.The Louisiana State Bar Association (LSBA)
- xv. The New Orleans Bar Association
- xvi.Mental Health Advocacy Service
- xvii.Child Advocacy Program
- xviiiYouth Study Center

- xix. Department of Children and Family Services
- xx. Office of Juvenile Justice
- xxi. Court Appointed Special Advocates
- xxii. Media
- xxiii. Parties
- xxiv. Witnesses
- xxv. Any Other Person and/or Agency Deemed Necessary to Contact

<b>Successors</b>
1. <b><u>Chief Judge</u></b> – The Chief Judge will activate COOP, notify the Judicial Administrator, give relocation site, and set up an alternate site if necessary. Chief Judge will assist the Judicial Administrator in the coordination of the release of information to media and interaction with community leaders.
2. <b><u>Deputy Chief Judge</u></b> - In the event that the Chief Judge is unavailable, the responsibilities of the Chief Judge will be assigned to the Deputy Chief Judge. The Deputy Chief Judge will assist the Chief Judge and Judicial Administrator in the coordination of the release of information to the media and interaction with community leaders. In addition, Deputy Chief Judge will give relocation site and set up the alternate site, if necessary.
3. <b><u>Judicial Administrator</u></b> - If both Chief Judge and Deputy Chief Judge are unavailable, responsibilities of both will pass to the Judicial Administrator. The Judicial Administrator will alert the Managing Personnel with the relocation site, if applicable, and instruct them to contact essential employees. The Judicial Administrator will assist the Chief Judge in contacting the “Persons and/or Agencies to Be Contacted in the Event of COOP Activation,” as necessary. If necessary, the Judicial Administrator will assist the Chief Judge with the set-up of the alternate site and all financial and legal aspects of the incident. Will oversee all expenditures and their documents related to the incident.
4. <b><u>The Assistant Judicial Administrator</u></b> - The Assistant Judicial Administrator will assist the Chief Judge, Deputy Chief Judge, and Judicial Administrator with contacting “Persons and/or Agencies to Be Contacted in the Event of COOP Activation.” The Assistant Judicial Administrator will assist with the set up of alternate site location if necessary, and coordinate logistics with the case managers, court reporters and court attorneys. The Assistant Judicial Administrator will prepare essential personnel to hold court off site, secure space and offices to hold court, assess damage post-incident and coordinate repairs if necessary.
5. <b><u>Fiscal Administrator</u></b> – The Fiscal Administrator will contact the financial personnel and inform them of the location of the alternate site if necessary. This person will ensure that all important financial documents of the Court are removed and relocated during an evacuation including the budget, financial policy, audit report, inventory report, most recent bank balance, checks, deposit slips, stamps and any cash. This person will also be responsible for coordinating all emergency purchases and supplying the offices at the alternate site location. Responsible for assisting in contacting employees and helping with set-up of the alternate site if necessary. Responsible for documenting and recording all costs and expenditures related to the incident. Assist the Assistant Judicial Administrator in carrying out her responsibilities.
6. <b><u>The IT Director</u></b> - The IT Director will be responsible for ensuring that the system back-up is evacuated as well as all necessary equipment. The IT Director will make sure the emergency section of the website is kept up-to-date and set up the alternate site, if necessary. Director will implement the recovery system in the evacuated location, if necessary.
7. <b><u>Managing Personnel</u></b> – Remaining Managing Personnel will contact remaining employees and assist the Judicial Administrator and Chief Judge in coordinating and disseminating information to all employees.
8. <b><u>Orleans Parish Civil Sheriff</u></b> - The Civil Sheriff will secure the building and coordinate the repairs necessary for court to resume in the building.

\* In the event a person listed here is not available the successor will perform duties. If no Juvenile Court Judge is available to hear juvenile matters, a judge *pro tempore* will be appointed by the Louisiana Supreme Court.

## **B. PHASE II: RELOCATION AND ALTERNATE FACILITY OPERATIONS**

In the event the building housing OPJC becomes inoperable, the City of New Orleans shall be responsible for providing a place to hold Juvenile Court hearings and making all necessary provisions for the conduct of the business of the Court. A place for legally mandated hearings would have to be designated immediately by the City in order to comply with stringent legal time restraints placed on hearing juvenile matters.

### **1. PRESERVATION OF VITAL RECORDS AND INFORMATION TECHNOLOGY**

Orleans Parish Juvenile Court stores and maintains many of its vital records on a computer system. The following table lists those systems that must be maintained. The list is prioritized for restart order in the event of a shut down.

The IT Department is responsible for generating advance backup dockets and storing them offsite with back-up tapes. OPJC routinely backs up each server weekly and monthly. The IT teams stores one backup week at the court building and a second week off-site. Monthly back ups are also stored off-site in Metairie. In the event of an emergency, the IT Director will remove the server and bring it to the designated alternate location. The alternate location *must have* available and running internet access preferably fast access DSL to ensure continuity of operations.

In the event there is no time to remove the server and there is an extended evacuation, the IT Director will have authority to purchase a new server to bring to the alternate location or to contract with a company with capacity to provide a host server. When it is safe to return to New Orleans, the IT Director will return to assess damage to the server, retrieve the server if functional and take it to the alternate location.

Essential court functions during an emergency could be successfully carried out at an alternate location without the computer system and without network capability. Hearings could be recorded on a simple tape recorder and documents prepared manually. The court will have remote access to a server which will be secure.

System Name	Current Location	Other Locations
OPJC1-administration	City Hall	Full back-ups are done every Friday, differential back-ups daily, and the closest full back-up at the end of the month is stored offsite in a water-resistant fire proof safe. Previous three Friday and daily tapes are taken off-site as well.
OPJC2-exchange server	City Hall	Full back-ups are done every Friday, differential back-ups daily, and the closest full back-up at the end of the month is stored offsite in a water-resistant fire proof safe. Previous three Friday and daily tapes are taken off-site as well.
OPJC3- user documents	City Hall	Full back-ups are done every Friday, differential back-ups daily, and the closest full back-up at the end of the month is stored offsite in a water-resistant fire proof safe. Previous three Friday and daily tapes are taken off-site as well.
OPJC4-sql server	City Hall	Full back-ups are done every Friday, differential back-ups daily, and the closest full back-up at the end of the month is stored offsite in a water-resistant fire proof safe. Previous three Friday and daily tapes are taken off-site as well.
OPJC5-terminal server	City Hall	OPJC backs up server weekly and monthly; week one is stored at court, week two stored and monthly stored off-site – IT Team takes any tapes at court off site for evacuation. A virtual machine clone has been created and stored on an external drive.

The following Court officials will have a laptop with a wireless connection card to enable them to conduct Court business as necessary:

- Judges
- Judicial Administrator
- Assistant Judicial Administrator
- Clerk of Court
- Fiscal Administrator
- IT Director
- IT Assistant
- Drug Court Director
- Case Manager
- FINS Director
- Accountant

## 2. EMERGENCY EXPENDITURES

The Court has an emergency budget or fund under which supplies and services may be purchased. 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 **five thousand dollars (\$5,000.00)** may be approved by the Fiscal Administrator and the check for such expenditures may be signed by the Chief Judge, the Deputy Chief Judge or the Judicial Administrator upon availability.

- b. Invoices greater than **ten** thousand dollars (**\$10,000.00**) but less than **twenty-five** thousand dollars (**\$25,000.00**) must be approved by the Judicial Administrator through email and/or facsimile communication to provide sufficient authorization for payment.
- c. Invoices greater than **twenty-five** thousand dollars (**\$25,000.00**) must be approved by the Judges en banc through email and/or facsimile communication to provide sufficient authorization.

### **C. PHASE III: RECONSTITUTION**

The Managing Personnel will develop reconstitution plans and schedules to ensure an orderly transition of all Orleans Parish Juvenile Court functions, personnel, equipment, and records from the temporary alternate location to a new restored court facility. Juvenile Court Judges will approve the plans and schedules to resume normal operations once the emergency is over. The Chief Judge and Deputy Chief Judge in coordination with the Judicial Administrator will oversee the reconstitution process.

### **VIII.COOP PLANNING RESPONSIBILITIES**

The continued responsibility for developing, editing, and revising this plan will be the responsibility of the Chief Judge, Judicial Administrator, Managing Personnel and other agencies as needed. Managing Personnel will develop a plan with their staff to ensure equipment and files are properly stored, staff is located, status and welfare reported and that information is shared with others. Plans will be updated by June 1 of each year.

### **Incident Planning Team**

<b>Responsibility</b>	<b>Position</b>
Responsible for media inquiries, coordination of the release of information to the media and interaction with community leaders.	Chief Judge/Deputy Chief Judge and Judicial Administrator
Responsible for monitoring safety conditions and developing measures for ensuring the safety of all assigned personnel.	Management Personnel
Responsible for contacting the Orleans Parish Juvenile Detention Center, parents, guardians, families and coordinating emergency continued custody hearings.	Detention Judge and Section Staff
Responsible for providing facilities, services, and materials to support incident operations. Must include records and other information necessary to perform essential court functions at the alternate site. Also responsible for contacting employees.	Judicial Administrator and Managing Personnel
Responsible for all financial and legal aspects of the incident. Costs and expenditures must be carefully documented, recorded, and justified for reimbursement requests.	Judicial Administrator, Fiscal Administrator and Administrative Assistant
Responsible for the creation of COOP, recording resource status, documenting the incident, collecting and evaluating information.	Chief Judge, Judicial Administrator, and Managing Personnel
Responsible for year-round COOP preparations and editing.	Chief Judge, Judicial Administrator, and Managing Personnel

## **IX. LOGISTICS**

### **A. ALTERNATE LOCATION**

The primary and secondary locations will be designated by the City of New Orleans. OPJC will execute Memoranda of Understanding (“MOU”) with Baton Rouge Juvenile Court and Lafayette to be executed in the event the City of New Orleans is unable to do so.

In the event Orleans Parish needs to be evacuated due to imminent threat of natural or manmade disaster, the Court and its section staff will evacuate as a Court Team to the designated alternate location. Orleans Parish Juvenile Court will provide accommodations for the Court Team designated to relocate. The evacuation team is comprised of the following court personnel:

Judge

Court Reporter

Minute Clerk

New Orleans Police Court Liaison Officer

Judicial Administrator (*in the event of an extended evacuation only*)

## **B. COURT TEAM ROTATION SCHEDULE**

The Chief Judge will assess the need for an evacuation except in the event of a mandatory evacuation by the Mayor of New Orleans. The Team Evacuation Schedule will rotate for each evacuation called by the Chief Judge or the Mayor by juvenile court section as follows:

- Evacuation 1:** Alpha – Section A
- Evacuation 2:** Bravo – Section B
- Evacuation 3:** Charlie – Section C
- Evacuation 4:** Delta – Section D
- Evacuation 5:** Echo – Section E
- Evacuation 6:** Foxtrot – Section F

## **C. INTEROPERABLE COMMUNICATIONS**

The Judicial Administrator will notify media of any changes in the Court's docket. Updates on emergency status will be delivered to the public and nonessential Juvenile Court employees via radio, TV broadcasts, personal contact, and/or electronic messaging. In addition, employees are directed to continually check the Orleans Parish Juvenile Court website ([www.opjc.com](http://www.opjc.com)) and navigate to the **emergency section** 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. If service is impracticable or mail is unavailable notification will be provided via telephone. Updates on the Court's status will be placed on the Court's website for access by interested parties.

## **X. TEST, TRAINING, AND EXERCISES**

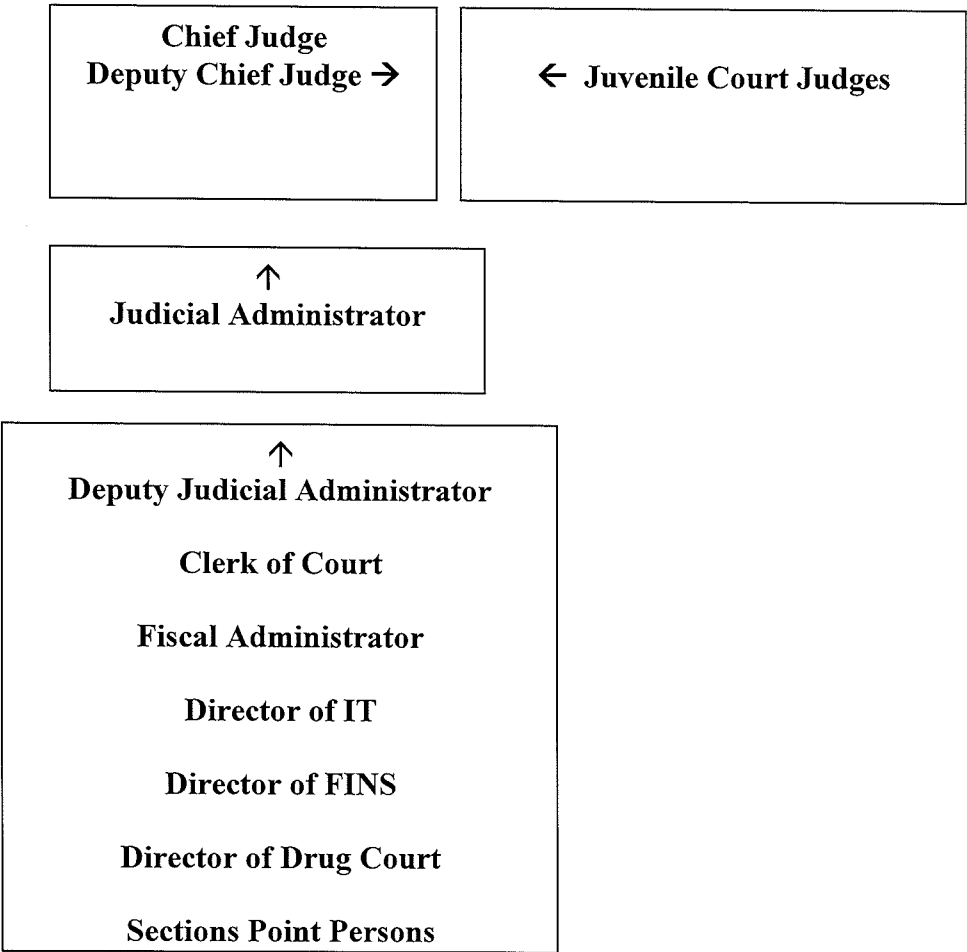
Rehearsals will be used when possible to test the elements of this plan quarterly. The purpose of this plan is to promote safety and maintain the functioning of the Court with minimal interruption of services. Elements of this plan may be adjusted to provide a smoother or safer operation. The Chief Judge and Judicial Administrator will conduct training exercises for the staff annually. These trainings will educate staff on the evacuation process as well the COOP plan.

## **XI. COOP PLAN MAINTENANCE**

This plan is subject to continuous revision, but must be updated at least once annually. Any and all revisions may be sent to the Mayor's Office, the Orleans Parish Sheriff, the Fourth Circuit Court of Appeal, the Louisiana Supreme Court, Juvenile Regional Services, the District Attorney's Office, Mental Health Advocacy Service, Youth Study Center, Department of Children and Family Services, Court Appointed Special Advocates, and the Office of Juvenile Justice, and other courts in the region.



**Appendix A: Internal Communication and Reporting Protocol**



**Chief Judge/Deputy Chief Judge**

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**Judicial Administrator**

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**Deputy Judicial Administrator**  
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Point  
Person  
Section A  
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Point  
Person  
Section F  
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Section A  
Staff  
**Court**

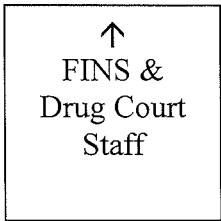
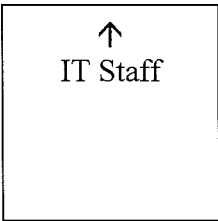
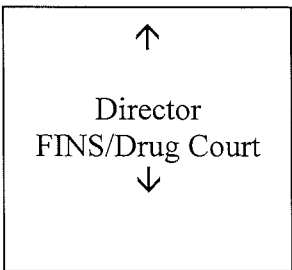
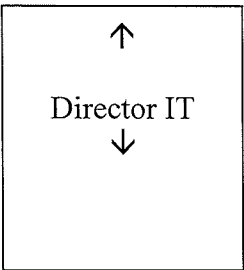
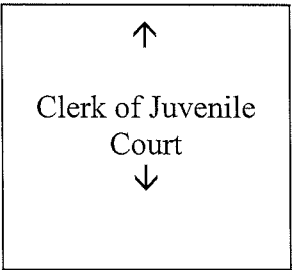
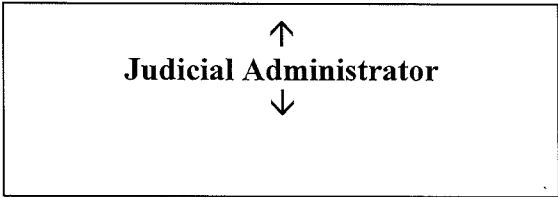
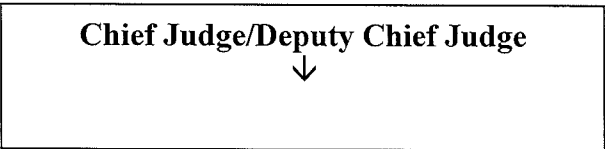
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Staff  
**Court**

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Section C  
Staff  
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Section E  
Staff  
**Court**

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Section F  
Staff  
**Court**



**Orleans Parish Juvenile Court  
Continuity of Operations Plan 2012  
Emergency Contact Information**

**Judges**

Ernestine S. Gray, Chief Judge	<a href="mailto:EGray@opjc.com">EGray@opjc.com</a>
Lawrence Lagarde	<a href="mailto:LLagarde@opjc.com">LLagarde@opjc.com</a>
Mark Doherty	<a href="mailto:mdoherty@opjc.com">mdoherty@opjc.com</a>
Tammy Stewart	<a href="mailto:tstewart@opjc.com">tstewart@opjc.com</a>
Tracey Flemings-Davillier	<a href="mailto:tflemingsdavillier@opjc.com">tflemingsdavillier@opjc.com</a>
Candice Bates-Anderson	<a href="mailto:canderson@opjc.com">canderson@opjc.com</a>

**Executive Team**

Judge Ernestine S. Gray, Chief Judge  
Judge Mark Doherty  
Judge Lawrence Lagarde  
Judge Tammy Stewart  
Judge Tracey Flemings-Davillier  
Judge Candice Bates-Anderson

Dellona Davis, Judicial Administrator or (310) 655-7972	<a href="mailto:ddavis@opjc.com">ddavis@opjc.com</a> (504) 723-0989
Dianne T. Alexander, Asst. Judicial Administrator 8561	<a href="mailto:dalexander@opjc.com">dalexander@opjc.com</a> , (504) 701-8561
Vanessa Caliste-Swafford, Fiscal Administrator	<a href="mailto:vswafford@opjc.com">vswafford@opjc.com</a>
Don Dovie, IT Director	<a href="mailto:ddovie@opjc.com">ddovie@opjc.com</a>
Ranord Darensburg, Clerk of Court	<a href="mailto:rdarensburg@opjc.com">rdarensburg@opjc.com</a>
Charles Verderame, IT Supervisor	<a href="mailto:cverderame@opjc.com">cverderame@opjc.com</a>

**Management Personnel**

Kendra Alexis, Behavioral Health Liaison	<a href="mailto:kalexis@opjc.com">kalexis@opjc.com</a>
Crystal Curry, Court Coordination	<a href="mailto:ccurry@opjc.com">ccurry@opjc.com</a>
Devron Wilson, Clinical Director FINS	<a href="mailto:dwilson@opjc.com">dwilson@opjc.com</a>
Anne-Marie Brown, Clinical Director Drug Court	<a href="mailto:abrown@opjc.com">abrown@opjc.com</a>
Kisha Levy, Supervisor Evening Reporting Center	<a href="mailto:klevy@opjc.com">klevy@opjc.com</a>
Monique Fisher, Supervisor Intake and Assessment	<a href="mailto:mfisher@opjc.com">mfisher@opjc.com</a>
Bridgette Butler, JDAI Coordinator	<a href="mailto:bbutler@opjc.com">bbutler@opjc.com</a>

**ORLEANS PARISH JUVENILE COURT  
CONTINUITY OF OPERATIONS PLAN 2012**

**DISASTER PLAN PHONE NUMBERS**

Juvenile Court	(504) 658-9500
City of New Orleans Property Management	(504) 658-3600
Mayor's Office	(504) 658-4900
President of the City Council Jackie Clarkson	(504) 658-1070
Orleans Parish Civil District Court Traci Dias, Judicial Administrator	(504) 592-9275
Orleans Parish Criminal District Court Robert Kazik, Judicial Administrator	(504) 658-9100
Louisiana Court of Appeal Fourth Circuit Danielle A. Schott, Clerk of Court	(504) 412-6001
Louisiana Supreme Court Timothy F. Averill, Judicial Administrator	(504) 310-2550
Orleans Parish Sheriff's Office Marlin N. Gusman, Sheriff	(504) 822-8000 Criminal Division (504) 523-6143 Civil Division
New Orleans Police Department	(504) 821-2222 Non-Emergency
New Orleans Fire Department	(504) 658-4700 Non-Emergency
Emergency Medical Services (EMS)	911
Governor's Office of Homeland Security & Emergency Preparedness	(225) 925-7500
Orleans Parish Public Defender's Derwyn Bunton, Chief District Defender	(504) 821-8101
Juvenile Regional Services	(504) 207-4577 (504) 658-9586 Court
Orleans Parish District Attorney's Office Leon A. Cannizzaro, Jr.	(504) 822-2414
Louisiana State Bar Association	(504) 566-1600
New Orleans Bar Association	(504) 525-7453
Mental Health Advocacy Service	(504) 896-2610
Youth Study Center	(504) 658-3400
Department of Children and Family Services	(504) 599-1814
Office of Juvenile Justice	(225) 287-7900
Court Appointed Special Advocates	(504) 522-1962

ORLEANS PARISH JUVENILE COURT  
CONTINUITY OF OPERATION PLAN  
ALTERNATE SITE LOCATIONS

East Baton Rouge Parish Juvenile Court

Contact Person: Ms. Donna T. Carter  
Judicial Administrator

Address: 8333 Veterans Memorial Blvd  
Baton Rouge, Louisiana 70807

Phone number: (225) 354-1215

Fax number: (225) 354-1311

Lafayette Juvenile Court/15<sup>th</sup> Judicial District of Louisiana

Contact Person: Louis Perret  
Clerk of Court

Address: 800 South Buchanan  
Lafayette, Louisiana 70501

Phone number: (337) 291-6400

Fax number: (337) 291-6392

**In the event of a disaster all Orleans Parish Juvenile Court employees, as well as any member of the public who has business with the Court, should check the Court's website at [www.opjc.com](http://www.opjc.com) for updates concerning the Court's operations.**