

DISASTER RECOVERY PLANNING ISSUES FOR COURTS:

Issues to consider are listed in **blue**.

1: THE PROCESS OF PLANNING 2

Goal: Disaster Prevention

Establishing a Planning Team and Point Person

Risk Assessment

Essential Functions

Securing Facilities

Management Support

2: PLAN TESTING 5

Dress Rehearsal

Executing the Response

Disaster Response Team Contact List

Communications

People to Contact Before, During and After a Disaster

3: DEALING WITH DISASTER 7

Characteristics of a Disaster

Shock and Chaos

Loss of Control

Insufficient Information Flow

Dealing with the Media

Awareness

Command Center

Notification Process

Salvaging and Restoring Records

Paper Records

Microfiche Records

Electronic Records

Other Records

Preserving Assets

Preserving Evidence

Staffing Issues

Cost

Safety Procedures

Business Recovery Insurance and Services

Public Relations

Timelines to meet

Prisoner rights

Special Needs Populations

4: RECOVERY AND RESTORATION: A SAMPLE PLAN

Sample Disaster Recovery Plan

Executive Summary

Plan Scope
Plan Approach
Policy Statement
Mission Statement
Objectives
Distribution and Maintenance
Recovery Team Organization
Methodology
Disaster Declaration Process
Recovery Strategy
Squads - Members - Descriptions - Responsibilities
System Recovery

5: "BEEN THERE, DONE THAT" – Disaster Examples

Fire Bombing of a California Court, 1995
Flood and Bombing of a California Court, 1997
Flooding in North Dakota Courts, 1997
Civil Unrest Affecting Los Angeles Courts, 1992
The San Francisco Earthquake, 1989
Hurricane George and Puerto Rico Courts, 1998