

# **CONTINUITY OF OPERATIONS PLAN (COOP)**

## **DISASTER PREPARATION**

**COURT OF APPEAL, FOURTH CIRCUIT  
STATE OF LOUISIANA**

### **Continuity of Operations Plan Committee:**

#### **Members:**

**Judge Charles R. Jones  
Judge James F. McKay, III  
Judge Michael E. Kirby  
Judge Terri F. Love  
Judge Max N. Tobias, Jr.  
Judge Edwin A. Lombard  
Judge Daniel L. Dysart**

**410 Royal Street  
New Orleans, Louisiana 70130**

**Chief Judge Joan Bernard Armstrong**

Revised 5/16/11

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### **OPERATION PROCEDURE**

The Committee on Continuity of Operations for the Court of Appeal, Fourth Circuit, State of Louisiana is composed of seven judges of the Court.

Each of the six judges has been randomly selected to be in charge of a single calendar month during the tropical cyclone season that runs from June 1 through November 30 of each year.

In the event that a tropical cyclone<sup>1</sup> enters the Gulf of Mexico as determined by the NOAA National Weather Service and is estimated, by the NOAA National Weather Service, to be within seventy-two hours of landfall anywhere on the U.S. Coast, the Continuing Operations Judge for that month (the judge responsible for when the hurricane first enters the Gulf of Mexico and is estimated by the NOAA National Weather Service to be seventy-two hours from landfall) shall confer with the clerk of court about monitoring the progress of the tropical cyclone; the Chief Judge of the Court and any other judges of the Court in or about the courthouse are invited to attend the conference and to discuss future operations of the Court. The conference between the Continuing Operations Judge and the clerk of court will be ongoing. When the tropical cyclone is estimated by the NOAA National Weather Service to make landfall not more than 100 miles East or West of the City of New Orleans (defined as 90 degrees West

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<sup>1</sup> Tropical cyclone is used throughout this plan because it includes cyclonic low pressure storms in the Northern and Southern Hemispheres.

longitude, 30 degrees North latitude) within forty-eight hours, the Continuing Operations Judge and the clerk of court (who may consult with the Chief Judge and any other judges in or about the courthouse) shall make the decision whether to close the Court, notify the Louisiana Supreme Court and other appropriate entities of the decision to close the Court, and post notices of the closure of the Court about the courthouse. Notwithstanding the foregoing, if a tropical cyclone's forward speed warrants, the Continuing Operations Judge and the clerk of court are authorized to advance deadlines and take other appropriate actions.

The Continuing Operations Judge(s) and the Information Technology Department personnel shall evacuate to the Court's alternate site in Shreveport,<sup>2</sup> Louisiana. The Continuing Operations Judge(s) shall be accompanied by security officers assigned to the Court of Appeal, Fourth Circuit, State of Louisiana. There the Continuing Operations Judge(s) shall direct further actions relating to the Court, including its reopening (upon consultation with the clerk of court and, if possible, with other judges of the Court), actions to be taken by court personnel, etc. The Continuing Operations Judge's decisions may be overridden by a majority vote of the Court's elected judges.

The following Judges constitute the Continuity of Operations Committee: Judges Jones, McKay, Kirby, Love, Tobias, Lombard, and Dysart. A Committee member is designated as the Continuing Operations Judge for the months of hurricane season with another Judge designated as back-up. The schedule is as follows:

June: Judges Jones and Lombard  
July: Judges McKay and Dysart  
August: Judges Kirby and Tobias  
September: Judges Love and Lombard  
October: Judges Lombard and McKay

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<sup>2</sup> The Committee will determine the triggering point.

November: Judge Love

In the event the Court is closed in excess of three to five calendar business days, the Continuing Operations Judge will confer with the Committee to determine what other staff are required to report to Shreveport.

### **EMPLOYEE PROCEDURE**

When the decision is made to close the Court, the supervisors of each department will notify personnel of the impending closure. Employees should secure their area of the Court before leaving, move all work away from the windows, and secure all items on the desks and shelves. Employees are not to take work with them; leave all work at the Court. All writ applications under preparation in the central staff office are to be scanned into the computer if they have not yet already been scanned. The Information Technology personnel will instruct the employees on what to do with computer equipment. The couriers will empty the common refrigerators before the building is closed. Every Friday in tropical cyclone season, the refrigerators will be cleaned out.

When the Court is closed, all employees are expected to contact the Court within three days of the closure at 1-866-900-4606 at the Shreveport remote site. This number will provide updated information concerning the Court's closure and possible resumption date. Employees will leave updated contact information at this number to help supervisors remain in touch with personnel during the closure of the Court. Supervisors are to have on hand updated contact information concerning employees in their departments. Also, a spokesperson from the Chief Judge's Office will be responsible for disseminating information to the Louisiana Supreme Court concerning the Court's closure. Once the decision has been made to reopen the Court and this information is

made available, it is incumbent upon the employees to contact their supervisors to indicate if they are not going to be present on the opening day of the Court.

Because some employees are currently residing in FEMA trailers, these employees may be ordered to evacuate earlier or more often than other employees who are living in more permanent dwellings. These employees must inform their supervisors of their living arrangements on the employee contact form. The supervisors are authorized to allow these employees to leave the Court earlier without having to use leave time.

The central staff office will scan all writs during tropical cyclone season. Therefore, if required to work remotely, writs will be accessible.

#### **INFORMATION TECHNOLOGY DEPARTMENT**

The objective of the Information Technology Department's role in the Continuity of Operations Plan (COOP) is to provide remote employee access to our networked computer system. Staff members will be allowed to access critical data, the Court applications, and the Court email through an Internet connection via Citrix. This will be accomplished in advance by establishing a COOP location to house all of the necessary equipment, known as a "cold site." Before the start of tropical cyclone season, June 1, 2006, the site will be in place at the 2nd Circuit Court of Appeal in Shreveport, Louisiana. This equipment will be installed, put through a trial run, then shutdown to preserve its longevity and resources. In the event we are forced to use the cold site resources, laptops will be issued to all employees whom the Court has predefined as critical personnel. These laptops will have the necessary applications installed on them, and will require an Internet connection to access the Court network. All other staff

members will need to access the Court network from an outside computer system. At this point, the Court website and email will be available within twenty-four to forty-eight hours, and full access to the computer network will be available within two to seven days. The Information Technology Department will conduct a mandatory workshop for all staff regarding the usage of Citrix and how to access the Court's network.

### **LODGING**

In the event that a tropical cyclone enters the Gulf of Mexico, the Continuing Operations Judge must secure six rooms at a hotel or motel in Shreveport for essential Court personnel and, if possible, a meeting room. The Court's secondary lodging location will be Bossier City.

The costs will be borne by the Court and the Human Resources Officer will provide the Court's credit card for payment and any other essential needs.

### **COURT TRANSPORTATION**

The Court has obtained a utility vehicle. The vehicle is maintained by the Civil Sheriff's office for the Parish of Orleans and the Continuing Operations Judge must obtain the vehicle from the security officer. The Continuing Operations Judge for the designated month is responsible for obtaining any vital documents from all departments to be transported to Shreveport.

### **FINANCIAL RECORDS**

The Director of Human Resources will determine the appropriate documents to be carried to the relocation site. Most of the Court's financial records will be electronically available on site to ensure the uninterrupted financial operations of the Court.

## **CORRESPONDENCE TO COURT**

If the Court is closed in excess of three to five calendar business days, the Human Resources Department will secure a P.O. Box to ensure continued delivery of inmate correspondence and pleadings. The wardens of all prisons in the state will be notified of the address and it will be posted on the Court's website, as well as provided by message on the Court's public 1-800 number.

## **FILING DEADLINES**

Any filing deadline, which occurs during the time of closure or on the date the Court re-opens, shall be extended by seven days from the date the Court re-opens.

## **CONTACT**

The Court has established 1-866-900-4606 as a number that employees will be able to call in and leave messages and receive direction from their department heads.

## **ATTORNEY NOTIFICATION**

Attorneys who are listed in the Court's email database shall be provided an email by the clerk's office containing pertinent information regarding the Court's operations and may call the attorney line at 1-866-900-4607. The clerk's office and the Information Technology Department will confer in preparing the messages for the attorney line. Any attorney who has not filed a pleading with the Court since the enactment of the rule requiring email address submission may notify the clerk's office of their respective email address. The Bar Associations will be notified upon approval of this plan of the pertinent portions that should be disseminated to the public.

**This is an internal document for the**

**Court of Appeal, Fourth Circuit  
State of Louisiana**

REVISED 5/16/11

# CONTINUITY OF OPERATIONS PLAN

## DISASTER PREPARATION

### ACKNOWLEDGEMENT FORM

Date: \_\_\_\_\_

I \_\_\_\_\_ have received and reviewed the Court of Appeal,  
(PRINT) EMPLOYEE NAME

Fourth Circuit, State of Louisiana Continuity of Operations Plan.

Signature: \_\_\_\_\_

Personal E-mail Address: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Evacuation Landline Phone (if known) or Emergency Contact Person (outside of Orleans

Parish) and Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

# CONTINUITY OF OPERATIONS PLAN

## DISASTER PREPARATION

### JUDGE PERTINENT CONTACT INFORMATION

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Personal E-mail Address: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Evacuation Landline Phone (if known) or Emergency Contact Person (outside of Orleans Parish) and Address: \_\_\_\_\_

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#### **Pertinent Information on Contact Person in Your Division:**

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