



# MINNESOTA COURTS EMERGENCY AND CONTINUITY OF OPERATIONS PLANNING WORK PLAN

Projects / Strategies	Milestones			Comments
	Actions to be Taken	Responsible Entity	Timeline	
<p>The objective of this work plan is to develop Minnesota Courts Emergency and Continuity of Operations Plans that address both public health events and natural or man-made disasters. Public health events can include, but are not limited to acts of bioterrorism and communicable diseases such as pandemic influenza, SARS, small pox, and tuberculosis. Natural and man-made disasters, include but are not limited to floods, tornados, and explosions. The differences in the two types of emergencies will result in different responses to the emergencies.</p> <p>Existing continuity of operation plans and the “Continuity Planning in Minnesota Courts: Ways to Be Better Prepared When Disaster Strikes” are designed to address natural and man-made disasters. They were not designed to address public health events.</p>				
<b>I. General Oversight / Management Responsibility</b>				
Project Lead	Issue a RFP for an emergency preparedness coordinator to facilitate the development of the Minnesota Courts Emergency and Continuity of Operation Plans	SCAO	ASAP	Anticipating 1 year contract; estimated cost up to \$100,000.
Oversight Workgroup	Designate workgroup to serve as advisors to the Judicial Council and the State Court Administrator for purposes of preparedness planning.	SCA	ASAP	Court Operations Advisory Workgroup [COAW]
Coordinators	Identify coordinators for the districts, counties, appellate courts and MJC.	JDA's	ASAP	Districts and SCAO to identify



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<b>II. Continuity of Operations Planning</b>				
Continuity of Operations Plans	<ul style="list-style-type: none"> <li>Review and revise template for “Continuity Planning in Minnesota Courts: Ways to Be Better Prepared When Disaster Strikes” to address public health events, and to update provisions relating to natural and man-made disasters.</li> <li>Create or Amend local COOPs to address both public health events, and natural and man-made disasters.</li> </ul>	SCAO – CSD  JDA’s		
Communications	<ul style="list-style-type: none"> <li>Develop communications strategies for purposes of preparedness planning, training, and implementation.               <ul style="list-style-type: none"> <li>Internal</li> <li>External                   <ul style="list-style-type: none"> <li>Other governments</li> <li>Unions</li> <li>public</li> </ul> </li> </ul> </li> <li>Establish and maintain communications with Minnesota Department of Public Safety’s Homeland Security Division, MDH and local governments</li> </ul>	SCAO - Court Information		
Education/Training	<ul style="list-style-type: none"> <li>Educate Oversight Workgroup and Coordinators regarding emergency and continuity of operations planning.</li> <li>Educate judges and employees regarding the Plan, including employee health and safety, and I/Q protocol.</li> </ul>	SCAO- EOD		



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Employee Health and Safety	Develop guidelines addressing court employee health and safety issues including but not limited to: <ul style="list-style-type: none"> <li>• Hygiene</li> <li>• Identifying communicable disease symptoms, i.e., influenza</li> <li>• Social distancing</li> <li>• Personal protection equipment</li> <li>• Management of ill persons at work</li> <li>• Return to work</li> <li>• Identifying and managing workplace contacts of ill employees</li> <li>• Vaccines and antiviral medications</li> <li>• Heating, ventilation and air conditioning systems</li> <li>• Work from home</li> <li>• Workplace cleaning</li> <li>• Access to facilities</li> </ul>	SCAO – HR and JDA’s		
Finance	<ul style="list-style-type: none"> <li>• Review processes to assess application and impact of a public health event, particularly as relates to payroll and expenses.</li> <li>• Determine budget implications.</li> </ul>	SCAO – Finance		
Human Resources	Review HR Rules, collective bargaining agreements, and HR processes to assess application and impact of a public health event, particularly as relates to leaves, benefits, compensation, reassignments, workers’ compensation, etc. ; and revise as appropriate.	SCAO – HR		



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Prioritization of Services	Prioritize services in the event of public health and natural or man-made disasters.	Judicial Council		
Technology	<ul style="list-style-type: none"> <li>• Identify technological needs specific to emergency response and continuity of operations activities.</li> <li>• Assess current technologies to determine whether adequate to meet specific emergency response needs, i.e.,               <ul style="list-style-type: none"> <li>• ITV</li> <li>• MNCIS</li> </ul> </li> <li>• Estimate cost of changes or new technology needed.</li> <li>• Conduct benefits/risk assessment.</li> <li>• Determine changes to be implemented.</li> <li>• Prioritize changes.</li> <li>• Implement approved changes.</li> </ul>	ITD		
Vendors and Supplies	Develop guidelines re: stockpiling appropriate supplies; deliveries during a pandemic; and vendor contract issues.			



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<b>III. Legal Issues</b>				
<p>In the event of a public health event requiring disease containment measures, the Courts may be required to issue isolation<sup>1</sup> and quarantine<sup>2</sup> orders and address related legal matters. Isolation and quarantine orders will need to be obtained through the courts under Minn. Stat. 144.4195. Based on communications with representatives from Minnesota Department of Health [MDH] we know that the Commissioner of Health intends to obtain <i>ex parte</i> orders authorizing isolation or quarantine from the Ramsey County District Court. Hearings will be required if persons subject to orders contest the issuance of order or the terms and conditions of the order, or if the Commissioner of Health petitions for the extension of the order. It is anticipated that hearings on conditions of isolation or quarantined also may be held in the county where the person is located or an adjoining county.</p>				
Supreme Court Procedures	Develop Supreme Court Procedures for appointment and compensation of counsel.	SCAO; MDH	ASAP	Per Minn. Stat. 144.4195, subd. 5 (b)
Civil Defense Panel	Facilitate the establishment of a Civil Defense Panel of attorneys trained and available for appointment in I/Q cases.	MDH; SCAO	ASAP	
Isolation and Quarantine Procedures and Protocol	Develop procedures and protocol for safe processing isolation and quarantine cases in: <ul style="list-style-type: none"> <li>• Ramsey County District Court</li> <li>• District Courts</li> <li>• Appellate Courts</li> </ul>	Ramsey Co. District Court; SCAO – CSC; Appellate Courts	ASAP	
Bench Book	Develop a Bench Book addressing legal issues that may arise in the context of a pandemic influenza. Review and update periodically.	SCAO – CSD	ASAP	

<sup>1</sup> Isolation: Restriction of movement / separation of ill infected persons with a contagious disease.

<sup>2</sup> Quarantine: Restriction of movement / separation of well persons presumed exposed to a contagious disease.