



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

**REPUBLIC OF THE MARSHALL ISLANDS  
JUDICIARY  
(Majuro Courthouse)**

**(March 2010)**

**NOTICE:** This document contains information pertaining to the deployment, mobilization, and tactical operations of the *Marshall Islands Judicial Branch* in response to emergencies.

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## SECTION I: INTRODUCTION

**The mission statement as provided by the Republic of the Marshall Islands Judiciary is as follows:**

*The mission of the Courts of the Marshall Islands is to fairly and efficiently resolve disputes properly brought before them, discharging their judicial duties and responsibilities in accordance with the Constitution, laws, and customs of this unique island nation.*

### **I-1 Purpose**

This Continuity of Operations Plan (COOP) has been created for the Marshall Islands Judiciary/Majuro. This COOP establishes policy and guidance to ensure the execution of the mission essential functions for the Marshall Islands Judiciary/Majuro in the event that an emergency threatens or incapacitates operations, and the relocation of selected personnel and functions of any essential court facilities of the Marshall Islands Judiciary/Majuro is required. Specifically, this plan is designed to:

- Ensure that the Judiciary is prepared to respond to emergencies, recover from them, and mitigate against their impacts;
- Ensure that the Judiciary is prepared to provide critical services in an environment that is threatened, diminished, or incapacitated;
- Provide timely direction, control, and coordination to the Judiciary’s leadership and other critical customers before, during, and after an event or upon notification of a credible threat;
- Establish and enact time-phased implementation procedures to activate various components of the “Plan”;
- Facilitate the return to normal operating conditions as soon as practical, based on circumstances and the threat environment;
- Ensure that the Judiciary’s COOP Plan is viable and operational, and is compliant with all guidance documents; and
- Ensure that the Judiciary’s COOP Plan is fully capable of recovering from all types of emergencies, or “all hazards” and that mission-essential functions are able to continue with minimal or no disruption after an emergency.

## **I-2 Applicability and Scope**

- a. This document is applicable to the Marshall Islands Judiciary/Majuro.
- b. Support from national agencies, local government(s), or other organizations as described herein will be coordinated with the CEO or CEMT Chief as applicable.
- c. This document applies to situations that require relocation of mission essential functions of the Marshall Islands Judiciary/Majuro as determined by the Marshall Islands Judiciary/Majuro COOP. The scope does not apply to temporary disruptions of service during short-term building evacuations or other situations where services are anticipated to be restored in the primary facility within a short period. The Marshall Islands Judiciary/Majuro COOP will determine situations that require implementation of the COOP Plan.

## **I-3 Supersession**

The Marshall Islands Court system does not have a Continuity of Operations Plan (COOP) in place. Upon completion and formal adoption, this will serve as the official COOP for the Marshall Islands Judiciary/Majuro.

## **I-4 Policy**

The Marshall Islands Judiciary recognizes and acknowledges that the protection of the branch assets and business operations is a major responsibility to its employees. Therefore, it is a policy of the Marshall Islands Judiciary that a viable COOP be established and maintained to ensure high levels of service quality and availability. It is also a policy of the Marshall Islands Judiciary to protect life, information, and property, in that order. To this end, procedures have been developed to support the resumption of time-sensitive business operations and functions in the event of their disruption at the facilities identified in this plan. The Marshall Islands Judiciary is committed to supporting service resumption and recovery efforts at alternate facilities, if required. Likewise, the Marshall Islands Judiciary and its management are responsible for developing and maintaining a viable COOP Plan that conforms to acceptable insurance, regulatory, and ethical practices and is consistent with the provisions and direction of other Marshall Islands Judiciary policy, plans, and procedures.

# **SECTION II: CONCEPT OF OPERATIONS (CONOP)**

## **II-1 Objectives**

The objective of this COOP is to ensure that a viable capability exists to continue essential court functions across a wide range of potential emergencies, specifically when the primary facility is either threatened or inaccessible. The objectives of this plan include:

- To reduce loss of life, minimize damage and losses;
- To ensure the continuous performance of a court's essential functions/operations during an emergency;
- To protect essential facilities, equipment, records, and other assets;
- To reduce or mitigate disruptions to operations;
- To identify and designate principals and support staff to be relocated;
- To facilitate decision-making for execution of the Plan and the subsequent conduct of operations; and
- To achieve a timely and orderly recovery from the emergency and resumption of full service to all customers.

## **II-2 Planning Considerations and Assumptions**

In accordance with emergency management principles, a viable COOP capability:

- Must be maintained at a high-level of readiness;
- Must be capable of implementation both with and without warning;
- Must be operational no later than three hours after activation;
- Must maintain sustained operations for an extended period of time; and
- Should take maximum advantage of existing National and Local Government infrastructures.

## **II-3 COOP Execution**

Emergencies, or potential emergencies, may affect the ability of the Marshall Islands Judiciary/Majuro to perform its mission essential functions from its primary court facility. The following are scenarios that could lead to activation of the Marshall Islands Judiciary/Majuro COOP. This section also provides a general description of actions that will be taken to transition from normal operations to COOP activation.

### **COOP Activation Scenarios**

The following scenarios would likely require the activation of the Marshall Islands Judiciary/Majuro COOP Plan:

- The primary court facility (or any other essential facility) of the Marshall Islands Judiciary/Majuro is closed to normal business activities as a result of an event or credible threats of an event that would preclude access or use of the court facility and the surrounding area.
- The area in which the primary facility is located is closed to normal business activities as a result of a widespread utility failure, natural disaster, significant hazardous material incident, civil disturbance, or terrorist or military attacks. Under this scenario there could be uncertainty regarding whether additional events such as secondary explosions, or cascading utility failures could occur.

**COOP Activation**

The following measures may be taken in an event that interrupts normal operations, or if such an incident appears imminent and it would be prudent to evacuate the primary facility as a precaution:

- a. The High Court Chief Justice (also known as the CEO) and/or designee may activate the COOP Plan to include activation of the alternate facility.
- b. The Chief Clerk of the Courts (also known as the COOP Relocation Team (CRT) Chief) will direct the COOP Relocation Team to relocate to the alternate facility (AF) (**See Sections II-5, II-6 &/or Annex B**). The (CRT) will be notified using the notification procedures outlined in **II-12** of this document.
- c. The (CRT) will relocate to the alternate facility site and will ensure that the mission essential functions of the closed primary facility are maintained and capable of being performed using the alternate facility and available resources, until full operations are re-established at the primary/impacted facility.
- d. Marshall Islands Judiciary/Majuro Court staff members who do not have specific COOP assignments are known collectively as the COOP Support Team (CST) and may be called upon to supplement the CRT and COOP operations. Representatives from other government or private organizations may also be called upon to support COOP operations.
- e. The CRT will serve as an initial relocation team for COOP activation or potential activation. The CRT will either relocate temporarily to the relevant alternate facility, if necessary. The CRT will be responsible to continue mission essential functions of the Marshall Islands Judiciary/Majuro **within three hours** and for an extended period of time pending regaining access to the affected facility or the occupation of the relevant alternate facility.
- f. All judges and staff necessary to perform the mission essential functions of the Marshall Islands Judiciary/Majuro will need to be contacted and advised to report to the relevant

alternate facility or another location, as determined by the **Court Emergency Management Executives**.

*NOTE: Section IV of this document provides additional detail on the procedures that will be used for COOP activation and implementation.*

- g. Incidents could occur with or without warning and during duty or non-duty hours. Whatever the incident or threat, the Marshall Islands Judiciary/Majuro COOP will be executed in response to a full-range of disasters and emergencies, to include natural disasters, terrorist threats and incidents, and technological disruptions and failures.
- h. It is expected that, in most cases, the Marshall Islands Judiciary/Majuro will receive a warning of at least a few hours prior to an incident. Under these circumstances, the process of activation would normally enable the partial, limited, or full activation of the COOP Plan with a complete and orderly alert, notification of all personnel, and activation of the COOP Relocation Team (CRT).
- i. Without prior warning, the process becomes less routine, and potentially more serious and difficult. The ability to execute the COOP Plan following an incident that occurs with little or no warning will depend on the severity of the incident's impact on the physical facilities, and whether personnel are present in the affected facility or in the surrounding area.
- j. Positive personnel accountability throughout all phases of emergencies, including COOP Plan activation, is of utmost concern, especially if the emergency occurs without warning, during duty hours. Court facility Safety and Evacuation Plans, Administrative and Emergency Procedures, and Section/Office COOP Implementation Plans should provide for such accountability.

*NOTE: Section II-9 of this document provides additional information on warning conditions and related procedures.*

#### **II-4 Time-Phased Implementation**

The purpose of a time-phased implementation is to maximize the preservation of life and property in the event of any natural or man-made disaster or threat thereof. Time-phased implementation is used to prepare and respond to current threat levels, to anticipate escalation of those threat levels and, accordingly, plan for increased response efforts and untimely full COOP Plan activation and facility relocation. The extent to which time-phased implementation will be possible will depend on the emergency, the amount of warning received, whether personnel are at work, at home or elsewhere, and possibly, the extent of damage to the primary court facility and its occupants. The Disaster Magnitude Classification definitions may be used to determine the execution level of the COOP. These levels of disaster are defined as:



- **Minor Disaster (Level One)** – A minor emergency involving a single court facility or department within the facility. Response to a Level One emergency is likely to be within the capabilities of the Court’s Emergency Management Team or require minimal assistance from the local/or national government.
- **Major Disaster (Level 2)** – A major emergency involving one or more court facilities which may exceed capabilities of the Court Emergency Management Team (CEMT)/ or CRT and require assistance from the local and/or national government. Response to a Level Two emergency may involve the National Government Emergency Services (ie. local fire department, etc).
- **Catastrophic Disaster (Level 3)** – Any catastrophic disaster impacting the courts, the local community, and the larger geographical area. Response to a Level Three emergency will require massive National Government Emergency Services and outside resource support or Federal recovery assistance (Federal Emergency Management Agency (FEMA)).

As described in Section II-3 of this document, COOP Plan activation applies to events or incidents impacting a facility where mission essential functions are performed to the point that the facility is unable to continue to perform those functions for a duration that will affect normal operations. Using the Disaster Magnitude Classification above, it is possible that a minor disaster would not render a facility unusable. However, minor disasters can escalate into major disasters, and even into catastrophic disasters. Conversely, events that are of short duration and do not impact normal operations (eg., require a building evacuation only) must also be handled as though they could escalate into a more serious situation. Time-phased implementation of the COOP Plan is a way to be prepared for all levels of emergency/potential emergency scenarios that may or may not require relocation of the primary facility. This implementation method allows the individual(s) responsible for making decisions to be prepared to fully activate the COOP Plan on very short notice, if necessary, but not prematurely activate the COOP Plan for situations such as building evacuation-only scenario described above.

Listed below is a general summary of the sequence of events that can be followed using time-phased implementation of the COOP Plan:

**PHASE I – ACTIVATION ( 0 TO 12 HOURS)**

During this phase, alert and notification of all employees and other organizations identified as “critical customers” (e.g., vendors or public/private entities that may provide resource support) will take place. It is during this phase that an evaluation of the incident and potential length of outage will be made to determine if transitional to alternate operations to the alternate facility should begin. However, if events turn out to be less severe than initially anticipated, the time-phased COOP activation may terminate during this phase and a return to normal operations will take place.

**PHASE II – ALTERNATE OPERATIONS (12 TO 24 HOURS)**

During this phase, the transition to the alternate facility is complete and the performance of mission essential functions should be underway. Also, plans should begin for transitioning back to normal operations at the primary facility or other designated facility.

### **PHASE III – RECONSTITUTION & TERMINATION (24 HOURS TO TERMINATION)**

During this phase, all personnel, including those that are not involved in the COOP activation, will be informed that the threat or actual emergency no longer exists and instructions will be provided for resumption of normal operations.

*NOTE: Section IV of this document covers more detailed, specific time-phased implementation procedures that will be followed during COOP activation and execution.*

## **II-5 Critical Service COOP Staff**

- a. Marshall Islands Judiciary/Majuro judges and staff who are relocated under this Plan to the selected alternate facility (AF) are known collectively as the COOP Relocation Team (CRT). The CRT must be able to continue operations and the performance of mission essential functions for up to 30 days with resource support. Depending upon the nature and severity of the event requiring activation of the COOP Plan, the roster of the CRT may be adjusted by the CEO or CRT Chief as necessary. The following are key staff identified as members of the CRT. Additional staff may also be assigned to the CRT, listed by position title, who will work from the alternate facility during COOP activations:

**Alternate Facilities:** International Convention Center (ICC), 1<sup>st</sup> Choice

Nitijela Conference Room, 2<sup>nd</sup> Choice

**CEO:** Carl B. Ingram, High Court Chief Justice

**CRT Chief:** Walter K. Elbon, Chief Clerk of the Courts

**CRT Team Members:**

- Ingrid K. Kabua, Deputy Chief Clerk of the Courts  
Responsibility: Implement the process to identify and relocate the affected members of the (Majuro) Uliga Court house.
- Hainrick Moore & Travis Joe, Assistant Clerk of the Courts  
Responsibility: to arrange for IT support services

*NOTE: Annex B provides individual names and contact numbers of the **entire** CRT staff. See page 32.*

- b. Since alternate facility space and support capabilities may be limited, the membership of the CRT may need to be restricted to only those personnel who possess the skills and experience needed for the execution of mission essential functions. The above referenced list includes those individuals.
- c. Marshall Islands Judiciary/Majuro staff who are not designated CRT members and do not have specified COOP roles/responsibilities are referred to collectively as the COOP Support Team or (CST). They may be directed to move to other facilities, or duty stations, or may be advised to remain at or return home, pending further instructions. Individuals from the CST may be used to replace unavailable CRT members or to augment the overall COOP response. COOP activation will not, in most circumstances, affect the pay and benefits of either CRT members or other Marshall Islands Judiciary judges and staff.

*NOTE: Section IV of this document covers more detailed, specific time-phased implementation procedures that will be followed during COOP activation and execution.*

## **II-6 Alternate Facility (AF)**

- a. The determination of 1) the appropriate alternate facility for relocation, and 2) whether to relocate the entire department to the alternate facility will be made at the time of activation by the High Court Chief Justice/CEO in consultation with the (CEMT Executives), and will be based on the incident, threat, risk assessments, and execution timeframe. Arrangements should be made with the management of all pre-identified alternate facilities to appoint an Alternate Facility Manager who will be responsible for developing Site support procedures that establish the requirements for receiving and supporting the department.
- b. To ensure the adequacy of assigned space and other resources, all alternate facilities and those being considered for alternate facility locations should be reviewed by the Marshall Islands Judiciary/Majuro CEMT Executives annually. The CRT will be advised of the results of this review and any updates to the alternate facility details.
- c. In conducting a review of an existing alternate facility to determine its adequacy for supporting the operation of mission essential functions, the following should be considered:
  - Ensure that the facility has sufficient space to maintain and support the department.
  - Ensure that the facility, along with acquired resources, are capable of sustaining operations for performing mission essential functions for up to 30 days or longer.

- Ensure that the facility has reliable logistical support, services, and infrastructure systems (e.g., water, electrical power, ventilation/air conditioning).
- Ensure that personal convenience and comfort considerations (including toilet facilities) are given to provide for the overall emotional well-being of the department.
- Ensure that adequate physical security and access controls are in place.
- Ensure that the alternate facility is not in the same immediate area as the primary facility, thereby reducing the likelihood that the alternate facility could be impacted by the same incident that impacts the primary facility.
- Consider cooperative agreements such as Memorandum of Understanding (MOUs)/mutual aid agreements with other agencies.

*NOTE: Annex C provides the location of the Marshall Islands Judiciary/Majuro alternate facility sites and additional information on alternate facility requirements.*

## **II-7 Mission Essential Functions**

In planning for COOP activation, it is important to establish priorities before an emergency to ensure that the department or unit can complete mission essential functions that are critical to the overall operation of the Marshall Islands Judiciary/Majuro and that support emergency response efforts within the Courts. Mission essential functions are those duties that must be performed to maintain court operations. The CRT Chief shall ensure that mission essential functions can continue or resume as rapidly and efficiently as possible during an emergency relocation. Any task not deemed mission essential must be deferred until additional personnel and resources become available. Following is a breakdown of mission essential functions performed by the Marshall Islands Judiciary/Majuro in order of priority:

### **Mission Essential Functions**

#### **Mission Essential Functions for the Marshall Islands Judiciary/Majuro**

1. Mission-essential functions that must be performed, given a **One Day** disruption (from highest to lowest priority):
  - Communicate with staff/judge as necessary
  - If we need to close office, post signs for the public on the doors, make radio announcements, and post on Court's website
  - Secure cash/checks/receipts
  - Gather the Court Clerk operation equipment

- Communicate with law enforcement agencies and other offices, such as the AG's Office, PD's Office, MLSC Office and the bar association
- Make daily deposit.
- Service customers at counter, accept/post payments
- Recall Warrants
- Answer and respond to all phone inquiries
- Process Unlawful Detainees
- Accept the filings needed to support court operations.
- Accept Answer or Request for Entry of Default in Civil cases
- Prepare/Update Court calendar
- Provide personnel service to the courts
- Review/Update Court indices, and store case files

*Note: After one day of emergency operations, either normal operations must be reinstated or emergency operations must ensure the functions listed in #2 below are performed.*

2. Mission-essential functions that must be performed, given a disruption of greater than **One Day**, but less than **One Week** (from highest to lowest priority):
  - Continuation of functions listed under Tier #1
  - File new cases and update docket books and indices
  - Sign all employee time sheets.
  - Enter citations

*Note: After one week of emergency operations, either normal operations must be reinstated or emergency operations must ensure the functions listed in #3 below are performed.*

3. Mission-essential functions that must be performed, given a disruption of greater than **One Week**, but less than **One Month** (from highest to lowest priority):

- Continuation of functions listed under Tier #1 and #2
- Enter Dispositions, including Bench warrants
- Process correspondence
- Process all incoming/outgoing court documents

*Note: After 30 days of emergency operations, all functions should be resumed at normal operations level.*

*NOTE: Annex D provides guidelines/templates to assist in the determination and prioritization of mission essential functions.*

## **II-8 Delineation of Mission Essential Functions**

To ensure that the mission essential functions referenced in Section II-7 are effectively transferred to the alternate facility and continued with minimal interruption, it is imperative that each function have qualified CST (COOP Support Team) staff assigned to it. The CST should be formed with mission essential functions in mind; the number of individuals who are assigned to the alternate facility may be limited due to facility resources and capacity, and the individuals working there must be able to ensure that mission essential functions are carried out. When the CST is formed, individuals should be matched up with the mission essential function(s) they will be assigned at the alternate facility during COOP activation.

*NOTE: Annex D provides a breakdown of estimated resources required, including personnel and equipment, to ensure the continuation of mission essential functions during COOP activities.*

## **II-9 Warning Conditions**

- ❖ **With Warning.** It is expected that, in most cases, the Marshall Islands Judiciary/Majuro will receive a warning of at least a few hours prior to an event. This will normally enable the full execution of the COOP Plan with a complete and orderly alert, notification, and deployment of the CRT to an assembly site or the alternate facility.
- ❖ **Without Warning.** The ability to execute the COOP Plan following an event that occurs with little or no warning will depend on the severity of the emergency and the number of personnel impacted. If the deployment of the CRT is not feasible because of the unavailability or loss of personnel, including the CEO (Chief Justice), temporary leadership of the Marshall Islands Judiciary/Majuro will be passed to the designee (Associate Justice) as identified in Section II-10 of this document.

- ❖ **Non-Duty Hours.** The ability to contact members of the CRT at all times, whether during duty or non-duty hours, is critical for ensuring that the COOP can be activated quickly if needed. Procedures must be in place that account for notifying and mobilizing (if necessary) the CRT, CST, and other support staff on extremely short notice.
- ❖ **Duty Hours.** If an event/incident occurs during duty hours, which requires relocation of the primary facility, the COOP will be activated and available members of the CRT will be deployed as directed to support operations for the duration of the emergency. The CST, or those individuals who do not have assigned roles in the COOP Plan, will either be sent home or possibly used to provide support to the areas of operation, if additional assistance is required.

*NOTE: Section II-12 of this document provides additional information and procedures to be followed based on warning conditions. Section IV-3 of this document provides staff activation procedures for duty and non-duty hours.*

## **II-10 Direction and Control**

- a. Lines of succession shall be maintained by all organizational elements, to ensure continuity of mission essential functions. Successions are/should be provided to a minimum depth of three at any point where policy and directional functions are carried out.

***Authorized successors to the High Court Chief Justice/CEO are specified as follows:***

***1) James H. Plasman, Associate Justice of the High Court***

***2) Walter K. Elbon, Chief Clerk of the Courts***

***3) Milton Zackios, Presiding Judge, District Court***

- b. Each organizational element shall pre-delegate authorities for making policy determinations and decisions. All such pre-delegations will specify what the authority covers, what limits may be placed upon exercising it, who (by title) will have the authority, and under what circumstances, if any, the authority may be delegated.
- c. The High Court Chief Justice/CEO and/or designee are responsible for ordering activation of the COOP Plan.
- d. Members of the CRT may be requested by the High Court Chief Justice/CEO to disseminate COOP guidance and direction during the activation and relocation

- phases. Pending the activation of the COOP, the CRT Chief and Deputy Chief will monitor the situation and assist in the notification process, as necessary.
- e. Once the COOP Plan is activated, the appropriate Emergency Operations Center should be notified and requested to provide any previously agreed upon assistance to Marshall Islands Judiciary/Majuro.

*NOTE: Annex E provides additional information on lines of succession. Annex F provides a sample memorandum for instituting delegations of authority.*

## II-11 Operational Hours

- a. During COOP contingencies, the CEO and CRT Chief will determine the hours of work for the CRT.

## II-12 Alert and Notification

- a. **Alert Procedures.** If the situation allows for warning, judges and staff may be alerted prior to activation of the COOP Plan. In all situations allowing for an alert, procedures must include notification to the Local/National Emergency Operations Centers and Alternate Facility Manager.
- (1) Information and guidance for the Marshall Islands Judiciary/ Majuro judges and staff will normally be passed via telephone using an emergency notification telephone tree/cascade. Depending on the situation, current information may also be available via:
- Electronic mail.
  - Announcements to local radio stations if approved and developed.
  - Other means if approved and developed.
- (2) Judges and staff should listen for specific instructions. They should remain at their office or home until specific guidance is received.
- (3) The CRT should be prepared for rapid deployment upon activation via special prearranged notification procedures. These instructions will denote explicit actions to be taken, including the location of the assembly site and/or designated alternate facility location.
- (4) The High Court Chief Justice/CEO will direct the activation of the Judiciary's COOP Plan.
- b. **Notification Procedures.** Upon activation of or notification to activate the COOP Plan, telephone, email, and other methods of communications designated by the plan can



be used to notify key judges and staff. The following are COOP notification procedures for the Marshall Islands Judiciary/ Majuro:

(1) The High Court Chief Justice and/or designee will notify the CRT Chief of the current situation and to activate the COOP Plan.

(2) Upon notification to activate the COOP Plan, the CRT Chief will perform the following duties:

- Contact the Division Heads (identified in Annex B), informing them of the current situation and that the COOP Plan is being activated.
- Notify the Facility Manager of the appropriate Alternate Facility of the activation of the COOP Plan.
- Notify the Appropriate Emergency Management Officials that an emergency activation or anticipated activation of the COOP Plan is expected or in progress.
- The CRT Chief will in turn report status/progress of the notification process to the High Court Chief Justice or designee via telephone or other means of available communication.

Upon COOP activation, key staff members will contact their judges/staff, and non-CRT members using the following procedures:

- Attempt to call each person in his or her chain and relay the information and guidance provided by the HC Chief Justice/CRT Chief.
- Make a second attempt to contact those individuals who were not initially available. If this attempt is unsuccessful, they will leave a message or use any other method of communications available to make contact. Report status of cascade, including names of personnel not contacted, to the High Court Chief Justice or CRT Chief.

## **SECTION III: PROCEDURES**

### **III-1 Vital Records and Databases**

Vital records and databases identified as critical to supporting mission essential functions, both paper and electronic, have been identified and will be maintained, updated, and stored in secure offsite locations. In addition, procedures will be developed to ensure that records are maintained and updated regularly. Procedures will also identify how emergency operating records will be made available to qualified personnel and will

ensure backup for legal and financial records. Identified below are different categories of vital records:

- Vital records essential to the continued functioning or reconstitution of an organization during and after an emergency in a secure offsite location:
  - Emergency plans and directives
  - Orders of Succession (Annex E)
  - Delegations of Authority (Annex F)
  - Staff Roster (Annex K)
  - Staffing Assignments
  - Records of a policy or procedural nature that provide staff with guidance and information or resources necessary for conducting operations during any emergency and for resuming formal operations at its conclusion
  
- Vital records critical to carrying out an organization's essential legal and financial functions and activities:
  - Office personnel files/records
  - Property Management and Inventory Records
  - Excel Financial Workbooks
  - Insurance Records

*NOTE: Annex H provides additional information on vital records and provides identification, location, and backup capabilities of vital records necessary for performing mission essential functions.*

### **III-2 Drive-Away/Relocation Kits**

- a. Relocation kits are those essential business items needed to perform daily operational tasks. The CRT Chief and Deputy Chief are responsible for providing guidance to staff on the requirements for and the contents of these kits, which may contain such items as software, databases, publications, laptop computers, etc. Checklists may need to be used to help ensure the inclusion of all necessary contents.
  
- b. It is strongly encouraged that essential items and data be pre-positioned at the alternate facility (or other off-site location) instead of being carried in a drive-away kits, because CRT may be at home when the order to deploy is received and access to the drive-away kits may be difficult or impossible.
  
- c. Items to consider including in these kits might include:
  - (1) Tape Recorder and Tapes
  - (2) Batteries
  - (3) Laptop with all necessary forms/plans/procedures on a CD/flash drive

- (4) Office supplies to support operations for the initial period. List of additional office supplies that may be required for an extended period.

*NOTE: Annex I provides additional information on Drive-Away/Relocation Kits.*

### **III-3 Telecommunications and Information Systems Support**

Interoperable communications or the ability for the Judiciary's staff to communicate with individuals internal and external to the agency is critical during COOP emergencies, as during any other types of emergencies.

Access to critical information systems that are used to accomplish mission essential functions during normal operations from the primary facility should be assured at the alternate facility (See Annex I). In order for these systems to be accessible, connectivity must be in place at the alternate facility and system servers should be backed up on a daily basis. For the Marshall Islands Judiciary, the Courts' IT Department maintains the information systems and ensures that they are backed up on a weekly basis. Additionally, the IT Department ensures that connectivity exists at the alternate facility and will also provide systems technical support during COOP activations.

### **III-4 Security and Access Controls**

The CEO and CRT Chief will ensure that all three types of security are addressed and in place at the alternate facility: *operational, physical, and access controls*. Due to the sensitive information contained in the COOP Plan, the CRT Chief will also ensure that distribution of the plan is limited and that an accounting of those who have access to the plan is maintained.

The CEO will ensure the following:

- Plans and procedures shall establish a goal of duplicating the level of security established at the vacated primary facility.
- Augmentation of security will be addressed, based on the emergency or threat, to include considerations for using local law enforcement, or other resources.

## **SECTION IV: PHASE I - ACTIVATION**

The following procedures are to be followed in the execution of the Marshall Islands Judiciary/Majuro COOP. The extent to which this will be possible will depend on the emergency, the amount of warning received, whether personnel are on duty or off-duty, and the extent of damage to the effected court facilities and its occupants. This Plan is designed to provide a flexible response to multiple events occurring within a broad spectrum of prevailing conditions. The degree to which this Plan is implemented depends on the type and magnitude of the events or threats thereof.

## **IV-1 Alert and Notification Procedures**

- a. The notification process as related to COOP activation should, if necessary, allow for a smooth transition of the CRT to an alternate facility to continue the execution of mission essential functions across a wide range of potential emergencies.  
Notification may be in the form of:
  - (1) A COOP alert to the CRT and CST that relocation is anticipated or imminent.
  - (2) An announcement of a COOP activation that directs the CRT to report to an assembly site or a designated alternate facility (AF), and provides instructions regarding movement, reporting, and transportation details to an assembly site or a designated AF.
  - (3) Instructions to the CRT to prepare/report for departure and relocation to a designated alternate facility and instructions to non-essential employees CST.
- b. Upon receipt of a COOP alert from the CEO, or a designated successor, the CRT Chief notifies the staff using their internal telephone notification cascades.  
Notification may be via personal contact, telephone, cell phone, radio broadcasts (if approved), or a combination thereof.
- c. The CRT Chief also notifies the appropriate Emergency Operations Center that an emergency relocation of the Marshall Islands Judiciary/Majuro is anticipated or is in progress.

## **IV-2 Initial Actions**

- a. Based on the situation and circumstance of the event, the CEO and CRT Chief will evaluate the capability and capacity levels required to support the current mission essential functions of the effected court facilities and select an appropriate AF.
- b. The CRT Chief and Deputy Chief direct and coordinate the immediately deploy of the CRT to an assembly site or the designated AF.
- c. The CRT Chief notifies the designated AF Manager (Chief Secretary's Office or Nitijela) to expect the relocation of the Marshall Islands Judiciary.
- d. The AF Manager (Chief Secretary's Office or Nitijela) prepares the AF for court operations.
- e. The CRT Chief and Deputy Chief provide instructions and guidance on operations and the location of the AF.
- f. The CRT Chief provides regular updates to the High Court Chief Justice/CEO regarding AF activation.

- g. The CRT Chief notifies the appropriate Emergency Operations Center(s) that an emergency relocation is anticipated or is in progress.
- h. All designated CRT members initiate their respective COOP notification cascade. After the cascades are complete, the results, including individuals not contacted are reported to the CRT Chief.
- i. The CRT report to an assembly site or deploy to the designated AF to assume court facility mission essential functions.
- j. All designated CRT members who have established drive-away/relocation kits ensure that they are complete, with current documents and equipment, and commence movement of the resources.
- k. All CRT members assemble the remaining documents and other assets as required for the performance of mission essential functions and begin preparations for the movement of these resources.
- l. All personnel and sections of the effected court facility or facilities should implement normal security procedures for areas being vacated.
- m. The security personnel as the effected court facility should take appropriate measures to ensure security of the effected court facilities and equipment or records remaining in the building.

### **IV-3 Activation Procedures Duty Hours**

- a. The CEO notifies the CRT Chief of the emergency requiring activation of the Marshall Islands Judiciary COOP.
- b. The CRT Chief activates the COOP and notifies the appropriate AF Manager.
- c. The CRT Chief (if instructed by the CEO) directs the CRT to begin movement to an assembly site or to the designated AF immediately.
- d. The CRT immediately deploys to an assembly site or a designated AF to assume mission essential functions.
- e. The tasks in Section IV-2 – Initial Actions are completed in their entirety.

### **IV-4 Activation Procedures Non-Duty Hours**

- a. The CEO notifies the CRT Chief of the emergency requiring activation of the COOP Plan.

- b. The CRT Chief activates the Marshall Islands Judiciary's COOP and notifies the appropriate AF Manager.
- c. The CRT Chief directs the CRT Chief to begin movement of the CRT to an assembly site or to the designated AF immediately.
- d. The CRT immediately deploys to an assembly site or a designated AF to assume mission essential functions.
- e. The CST and other employees are directed to remain at home pending further guidance.
- f. The tasks in Section IV-2 – Initial Actions are completed in their entirety.

#### **IV-5 Deployment and Departure Procedures – Time-Phased Operations**

Allowances for partial pre-deployment of any mission essential functions which are critical to operations will be determined by the High Court Chief Justice/CEO at the time the Marshall Islands Judiciary/Majuro COOP activation is directed. This determination will be based on the event or the level of threat. The following actions establish general administrative procedures to allow for travel and transportation to the AF. Specific instructions will be provided at the time a deployment is ordered.

- a. The CEO directs the CRT Chief to begin deployment of the CRT and the select to the AF.
- b. COOP Relocation Team (CRT): The CRT is directed by the CRT Chief/ or Deputy Chief to either relocate to a designated assembly site or an AF. Team members should ensure that they have their official drive-away/relocation kits. This team will most likely use privately owned vehicles for transportation to the designated facility. Specific instructions will be provided at the time of activation.
- c. COOP Support Team (CST): CST personnel present at the effected court facility at the time of an emergency notification will be directed to proceed to their homes to await further instructions. During non-duty hours, CST personnel will remain at their homes pending further guidance.

#### **IV-6 Transition to Alternate Operations**

- a. Following the activation of the Marshall Islands Judiciary COOP and establishment of communications links with the CEO and the CRT at an assembly site or the designated AF, the CEO or his designated successor orders the cessation of operations at the primary court facility.

- b. The CEO or CRT Chief notifies the appropriate government officials, that an emergency relocation of Marshall Islands Judiciary court facility is complete and provides information on the alternate facility location, including contact numbers.
- c. As appropriate, press, news media, outside customers, vendors and other service providers are notified by the CRT Chief that the Marshall Islands Judiciary/Majuro Courthouse has been temporarily relocated.

#### **IV-7 Site-Support Responsibilities**

Following notification that a relocation of the Marshall Islands Judiciary/Majuro court facility has been ordered or is in progress, the appropriate AF Manager will implement COOP Site-Support Procedures and prepare for the activation of the Judiciary’s COOP and to receive the COOP Relocation Team within three hours.

### **SECTION V: PHASE II – ALTERNATE OPERATIONS**

#### **V-1 Execution of Mission Essential Functions**

Upon activation, the CRT will begin providing support for the following functions:

- a. Ensure that mission essential functions (See Annex D) are reestablished as soon as possible;
- b. Monitor and assess the situation that required the relocation;
- c. Monitor the status of personnel and resources;
- d. Plan and prepare for the restoration of operations at the impacted court facility or other long-term facility.

#### **V-2 Establishment of Communications**

- a. The CRT Chief will ensure all necessary and preplanned communications and information systems are established, adequate, and functioning properly; and
- b. The IT Department personnel will 1) service and correct any faulty or inadequate communications systems, and 2) ensure connectivity of information systems and will service any faulty or inadequate information systems.

#### **V-3 COOP Support Team (CST) Responsibilities**

The CRT members that do not have primary roles during COOP activations and will likely be directed to remain home during non-duty hours or return home during duty hours. However,

CST personnel should be prepared to provide backup support to the CRT and should be trained to conduct one or more of the COOP functions that will be performed from the alternate facility (AF) during COOP activations.

#### **V-4 COOP Relocation Team (CRT) Responsibilities**

CRT Responsibilities: As soon as possible following their arrival at the designated AF or pre-identified assembly site, the CRT members will begin providing support for the following functions:

- Coordinate with IT to ensure proper functions of phones and computers.
- The CRT Chief or Alternate Facility Manager will disseminate administrative and logistics information to the CRT upon arrival.
- The CRT will receive continual briefings and updates from the CRT Chief or CEO.
- The CRT will perform the mission essential functions of the Judiciary.

#### **V-5 Augmentation of Staff**

- a. If it becomes evident that the CRT cannot adequately ensure the continuous performance of mission essential functions, the CRT Chief will determine the positions necessary to ensure the continuous performance of mission essential functions.
- b. The CRT Chief or Deputy Chief will identify individuals from the CST who may be able to provide support to the CRT.
- c. The CRT Chief or Deputy Chief will then ensure that the identified positions are staffed with individuals who have the requisite skills to perform the tasks.

#### **V-6 Amplification of Guidance to CRT and CST**

- a. The CRT Chief will develop informative Memorandum for dissemination to all Court employees regarding the duration of alternate operations, pertinent information on payroll, time and attendance, duty assignments, and others as necessary.
- b. The CEO will approve this Memorandum and the CRT Chief or designee will then distribute the document to the relocated personnel and the CST staff.

#### **V-7 Development of Plans and Schedules for Reconstitution and Termination**

- a. The CRT Chief will develop an informative memorandum for dissemination to all employees on the duration of alternate operations as well as pertinent information on payroll, time and attendance, duty assignments, and travel authorizations and reimbursements.
- b. The CEO will approve all the plans and schedules prior to cessation of operations.



## **SECTION VI: PHASE III – RECONSTITUTION & TERMINATION**

### **VI-1 Overview**

As soon as possible (within 24 hours) of an emergency relocation, the CRT will initiate operations to salvage, restore, and recover the impacted court facility, pending the approval of the national and local law enforcement and emergency services authorities. Reconstitution procedures will commence when the High Court Chief Justice/CEO and CRT Chief determines that the emergency situation has ended and is unlikely to recur. Once this determination has been made, one or a combination of the following options may be implemented, depending on the situation:

- a. Continue to perform mission essential functions at the alternate facility for up to 30 days.
- b. Begin an orderly return to the impacted court facility and reconstitute full normal operations.
- c. Begin to establish a reconstitution of normal operations at a different primary facility location.

### **VI-2 Procedures**

Upon a decision by the High Court Chief Justice/CEO that the impacted court facility can be re-occupied, or that a different facility will be established as a new court facility to resume normal operations, the following procedures will be followed:

- a. The CRT Chief, will oversee the orderly transition of all court functions, personnel, equipment, and records from the AF to a new or restored court facility.
- b. Prior to relocating back to the restored facility of another facility, the CRT Chief and CEO will conduct appropriate security, safety, and health assessments for suitability.
- c. When necessary equipment and documents are in place at the new or restored court facility, the staff remaining at the alternate facility will transfer mission essential functions and resume normal operations.
- d. The CST will be notified that normal operations are resuming and that they should report back to work.

### **VI-3 After-Action Review and Remedial Action Plan**

- a. An After-Action Review information collection process will be initiated prior to the cessation of operations at the alternate facility. The information to be collected will, at a minimum, include information from employees working during the COOP

activation and a review of lessons learned to include processes that were effective and less than effective. The After-Action Review should provide recommended actions to improve areas identified as deficient or requiring improvement.

- b. The information should be incorporated into a COOP Remedial Action Plan. Recommendations for changes to the Judiciary's COOP and any accompanying documents will be developed and brought forth to the COOP Executive Team for review. The COOP Executive Team will review and implement changes to the Judiciary's COOP as required.

**ANNEX A**

**DEFINITIONS**

## DEFINITIONS

**Alternate Facility (AF):** A location, other than an organization's normal facility, used to conduct mission-essential functions in the event of COOP activation.

**COOP Relocation Team (CRT):** Members of the organization who have been trained to respond to emergencies involving Continuity of Operations. These members are responsible for reporting to the alternate facility and are responsible for making sure mission-essential functions are carried out while normal operations are disrupted.

**COOP Support Team (CST):** Support team members are personnel who do not report directly to the alternate facility but who might be told to return to their homes until otherwise notified (e.g., they may be needed as backup to support the CRT in carrying out mission-essential functions).

**Continuity of Government (COG):** All measures that may be taken to ensure the continuity of essential functions of governments in the event of emergency conditions, including line-of-succession for key decision makers.

**Continuity of Operations (COOP):** Internal agency efforts to assure continuance of minimum essential functions across a wide range of potential emergencies, including localized acts of nature, accidents, technological, and/or attack-related emergencies.

**Delegation of Authority:** A statement provided to the agency head by the agency executive delegating authority and responsibility. The Delegation of Authority can include objectives, priorities, expectations, constraints, and other considerations or guidelines as needed. Many agencies require a written Delegation of Authority to be given to the agency head prior to their assuming command of larger incidents.

**Devolution:** The COOP process of pre-identifying an organization(s) best selected to continue the mission essential functions should a catastrophic and/or widespread incidents event occur with or without warning and render your facilities and personnel incapable of or unavailable to performing its essential functions.

**Relocation Kits:** Supplies, equipment, and documentation necessary for an alternate facility to be sustained for up to 30 days. These portable kits are transported with the CRT members in time of a relocation of to an alternate site.

**Mission-Essential Functions:** An organization's prioritized functions that must be performed under all operational conditions. COOP Plans are created to ensure that these functions can continue to be performed even following a major disaster.

**Orders of Succession:** The order of persons who displace or follow each other's duties or responsibilities in an organization in the event that usual agency leadership is no longer able to perform their duties.

**Supersession:** A section within a COOP plan where a planner specifies in writing whether the COOP plan is the first of its kind for the organization, or if this COOP plan will replace (supersede) a previously created plan.

**Vital Records:** a) Records, documents, or other information which, if damaged or destroyed, would cause considerable inconvenience and/or require replacement or re-creation at considerable expense, b) Records or documents which, for legal, regulatory, or operational reasons, cannot be irretrievably lost or damaged without materially impairing the organization's ability to continue operations.

# **ANNEX B**

## **COOP TEAMS AND RESPONSIBILITIES**

## COURT EMERGENCY MANAGEMENT TEAMS (CEMTs)

Members of the COOP Executive will respond & manage an emergency or crisis situation that may affect the occupants or building structure at the Uliga Courthouse, Majuro, Marshall Islands. The CRT Chief will have authority to implement all emergency orders, activate the COOP, and define Court operational procedures during and after an emergency.

The Executive team (also known as the COOP Planning Team) will also be responsible for scheduling and conducting CPT meetings (Minimum of one meeting per year), establishing a framework for the organizations COOP Plan design and strategy, reviewing the accuracy of the personnel information contained within the plan, developing an ongoing process for reviewing and updating the COOP plan, scheduling and participating in COOP trainings and exercises.

### COOP Executive/Planning Team Members - Marshall Islands Judiciary

NAME	TITLE/DEPARTMENT	TELEPHONE	EMAIL	COOP RESPONSIBILITY/ROLE (Mission Essential Function)
Carl B. Ingram	Chief Justice, High Court / CEO	Work: (692) 625-3201/3297/0215 Home: (692) 528-3215	<a href="mailto:cbingram@ntamar.net">cbingram@ntamar.net</a>	<ul style="list-style-type: none"> <li>* Issue all final and legal decisions related to the on-going operations of the Court.</li> <li>* Official approver of the COOP Plan</li> <li>* Oversee all IT infrastructure for the Court</li> </ul>
Walter K. Elbon	Chief Clerk/CRT Chief	Work: (692)625-3201/3297 Home: (692) 528-2841 Cell: (692) 455-1841/4896	<a href="mailto:wkelbon@gmail.com">wkelbon@gmail.com</a>	<ul style="list-style-type: none"> <li>* Work with the CJ/CEO to make important decisions related to the overall operations of the Court.</li> <li>* Review the relocation facilities &amp; advise on areas for improvement.</li> <li>* Assist with plan development &amp; attend all planning team meetings.</li> </ul>
Ingrid K. Kabua	Deputy Clerk/CRT Deputy Chief	Work: (692)625-3201/3297 Home: (692) 625-6268 Cell: (692) 455-6268	<a href="mailto:ikkabua@gmail.com">ikkabua@gmail.com</a>	<ul style="list-style-type: none"> <li>* Work with all Court staff to ensure adequate facilities for duties and operations. Support the CEO &amp; CRT Chief with decision making related to relocation facilities.</li> <li>* Lead the process for the development of the COOP Plan. Organize the planning team and conduct periodic meetings to review the plan.</li> </ul>

In preparation of potential COOP events, the CRT members are responsible for attending CRT meetings as scheduled, keeping the CRT Chief apprised of COOP matters, reviewing and updating mission essential functions annually, developing notification cascades for key staff and/or division personnel, participating in COOP training and exercises, developing and updating Relocation Kits, and developing a plan and methodology for off-site storage of data to include vital records and databases.

During a COOP event, members of the CRT are responsible for relocating to the designated Alternate Facility in a timely manner and re-establishing and recovering the operations of the organization's mission essential functions as identified in Annex D. The CRT includes members of the

Executive/Planning Team above.

**COOP Relocation Team (CRT) Members - Marshall Island Judiciary**

NAME	TITLE/DEPARTMENT	TELEPHONE	EMAIL	COOP RESPONSIBILITY/ROLE (Mission Essential Function)
Travis Joe	Assistant Clerk/Facilities	Work: (692)625-3201/3297 Home: (692) 625-7263 Cell: (692) 455-7273/5415	<a href="mailto:ty_king5@hotmail.com">ty_king5@hotmail.com</a>	* Implement the process to identify & relocate the affect members of the Courthouse. * To arrange for IT support services
Hainrick Moore	Assistant Clerk/ IT	Work: (692)625-3201/3297 Cell: (692) 455-8706	<a href="mailto:h_moore02@yahoo.com">h_moore02@yahoo.com</a>	* Assist CJ/CEO manage all IT infrastructure for the Court. * Provide IT support for all required communications.

In preparation of potential COOP events, COOP Support Team (CST) members are responsible for attending CST meetings as scheduled, keeping the CST Team Chief apprised of COOP matters, developing notification cascades for all CST members, and participating in COOP trainings and exercises.

During a COOP event, members of the CST are responsible for reporting in to their CST Chief, reporting to their designated locations to await further COOP instructions. (In many cases, this may be their home residence, and providing support to the COOP Relocation Team as requested).

**COOP Support Team Members - Marshall Islands Judiciary**

NAME	TITLE/DEPARTMENT	TELEPHONE	EMAIL	COOP RESPONSIBILITY/ROLE (Mission Essential Function)
Nikki Holly	Assistant Clerk	Work: (692)625-3201/3297 Home: (692) 625-3669 Cell: (692) 455-8478	<a href="mailto:nholly14@yahoo.com">nholly14@yahoo.com</a>	* Assist with moving all money & related items for transport. Ensure money is in a secured location.
Langmeto Peter	Janitor/Maintenance			* Assist relocation movers with ensuring all supplies & equipment are secured/transported to new location.
Sylvia Anuntak	Assistant Clerk	Work: (692)625-3201/3297 Home: (692) 625-3740 Cell: (692) 455-2812	<a href="mailto:lanuntak@yahoo.com">lanuntak@yahoo.com</a>	* Assist with department Alert Notification.
James Plasman	Associate Justice	Work: (692) 625-3201/3297 Home: (692) 247-8207	<a href="mailto:plasman.james@gmail.com">plasman.james@gmail.com</a>	* Identify at risk operations & communicate those needs to staff * Have oversight of Uliga, Majuro Courthouse recovery process.



**ANNEX C**

**ALTERNATE FACILITIES**

**The following are identified as Alternate Facilities (AF) for the Marshall Islands Judiciary/Majuro.**

<b>Alternate Facility Type</b>	<b>Name</b>	<b>Location (Physical Address)</b>	<b>* Resources Required To Perform Mission-Essential Functions</b>	<b>Facility Manager Name &amp; Telephone Number</b>
Alternate Facility - 1 <sup>st</sup> Choice	ICC	ICC Bldg., Delap Village Majuro	<b>Transported</b> Computers, Printers, Desks, Fax/Copier, Laptop, Telephones, Recorder	Chief Secretary's Office 625-3234/3235
	<hr/> <b>Alternate Facility For</b> MarshallIslands Judiciary/Majuro Uliga Court House - <i>Primary Facility</i> P.O. Box B Majuro, MH 96960		<hr/> <b>Pre-Positioned</b> Tables, Chairs	
Alternate Facility - 2 <sup>nd</sup> Choice	Nitijela Conference Room	Nitijela Bldg., Delap Village Majuro	<b>Transported</b> (See above)	Office of the Clerk, RMI Nitijela (Parliament) 625-8472/8473
	<hr/> <b>Alternate Facility For</b> MarshallIslands Judiciary/Majuro Uliga Court House - <i>Primary Facility</i> P.O. Box B Majuro, MH 96960			

\*Identify resources needed to continue the operation of mission-essential functions that have been pre-positioned at the alternate facility and those that will need to be transported to the facility. Examples of resources include office equipment/supplies, computers, chairs, tables, telephones, printers, and copiers.

**ALTERNATE FACILITY OPERATIONS**

- The alternate facility should have pre-positioned resources to sustain operations for three days without resource support. The alternate facility will require installation of:
  - Security
  - Telephones
  - Computers/LAN
  - Fax machines
  - Copiers

- Furniture
- Setup of the alternate facility may require vendor and resource support to provide the labor and equipment to outfit the facility.

### **Memorandum of Understanding (MOU) Considerations**

- The CRT Chief will establish MOU(s) or pre-arranged contracts with facility managers and other organizations to provide basic support to the Marshall Islands Judiciary during COOP events, including exercises.

### **Joint Facility Support Requirements**

- The COOP Relocation Team (CRT) Chief is responsible for developing a coordinated **support plan** with the facility manager of the primary alternate facility.
- At a minimum, the plan will address the following items:
  - Receiving, supporting, and relocating personnel at the alternate facility;
  - Repositioning supplies and equipment at the alternate facility;
  - Adequate logistical support;
  - Adequate infrastructure;
  - Adequate services;
  - Capability of the facility to accept the COOP team and operations; and
  - Capability of the facility to sustain COOP operations for a minimum of 30 days
- The details of the coordinated support Plan will be incorporated as part of this annex.

### **Review and Update**

The CEO, in consultation with the CRT Chief, will conduct an annual review of space allocations at the alternate facility to ensure the adequacy of assigned space and other resources.

### **Alternate Facility Selection Process**

- The alternate facilities should be fixed facilities identified from existing National & Local Government facilities, or from leased facilities. The alternate facilities must be capable of supporting emergency operations in a safe environment, as determined by the location of the facility, an assessment of the area threat, and the collective

protection characteristics of the facility. The facility requirements, selection, and occupancy planning should be based on a worst-case scenario.

- A list cataloging each facility and its capability and capacity will be used to assist in the selection process. The CRT Chief is responsible for maintaining the facility list and ensuring the accuracy of the data.
- The facilities should be located in areas where the ability to initiate, maintain, and terminate operations will not be disrupted. The following considerations will be used in the selection of the alternate facilities:
  - The ability to be operational not later than **3 hours** after deployment and to sustain operations for an extended period of time.
  - Number of personnel per shift required for accomplishing these functions for 30 days or until the emergency ends.
  - Minimum amount of space relocated members need to accomplish their functions under emergency conditions.
  - The distance from the threat area to any other facilities/locations (e.g., hazardous materials/nuclear power plants, areas subject to natural disasters or civil unrest).
  - Facility construction must be such that it is uniquely resistant to natural disaster risk factors (e.g., typhoons, floods).
  - Access to essential resources such as food, water, fuel, medical facilities, lodging, and municipal services (e.g., fire, police).
  - The availability of transportation and parking.
  - Power requirements to support the Alternate Facility.
  - Interoperable communications in sufficient quantity, mode, and media to effectively interface with critical customers, including other National & Local Government agencies.
  - Availability of existing equipment and furniture in the facility that can be used by the support staff.
  - Public access
  - Juror safety

### **Alternate Facility Acquisition**

- A MOU will be established with the owner and/or facility manager of each potential alternate facility.
- Each MOU should include:
  - Time period from notification of requirement to availability of facility for occupancy.
  - Space and services to be provided.
  - Provision for sole use of allocated space during the period of occupancy.

### **Alternate Facility Reevaluation**

- Any Alternate Facility identified and rated will be annually reevaluated for suitability and functionality.
- The annual review of the Marshall Islands COOP will include a review of the Alternate Facilities to ensure that the facilities still meet the current needs.
- Recommendations will become part of the remedial action process and any shortfalls in the equipment, maintenance, or improvement and modernization of the facilities will be incorporated into the Multi-Year Strategy and Program Management Plan.

# **ANNEX D**

## **MISSION-ESSENTIAL FUNCTIONS**

*Mission-essential functions are those duties that must be performed to maintain court operations.*

## **Mission Essential Functions**

### **Mission Essential Functions for the Marshall Islands Judiciary/Majuro**

1. Mission-essential functions that must be performed, given a **One Day** disruption (from highest to lowest priority):
  - Communicate with staff/judge as necessary
  - If we need to close office, post signs for the public on the doors and Court's website, and make radio announcements
  - Secure Server & Backup Databases
  - Secure cash/checks/receipts
  - Gather the Court Clerk operation equipment
  - Communicate with law enforcement agencies and other offices, such as the AG's Office, PD's Office, MLSC Office and the bar association
  - Make daily deposit.
  - Service customers at counter, accept/post payments
  - Recall Warrants
  - Answer and respond to all phone inquiries
  - Process Unlawful Detainees
  - Accept the filings needed to support court operations.
  - Accept Answer or Request for Entry of Default in Civil cases
  - Prepare/Update Court calendar
  - Provide personnel service to the courts

- Review/Update Court indices, and store case files

*Note: After one day of emergency operations, either normal operations must be reinstated or emergency operations must ensure the functions listed in #2 below are performed.*

2. Mission-essential functions that must be performed, given a disruption of greater than **One Day**, but less than **One Week** (from highest to lowest priority):

- Continuation of functions listed under Tier #1
- File new cases and update docket books and indices
- Sign all employee time sheets.
- Enter batch citations

*Note: After one week of emergency operations, either normal operations must be reinstated or emergency operations must ensure the functions listed in #3 below are performed.*

3. Mission-essential functions that must be performed, given a disruption of greater than **One Week**, but less than **One Month** (from highest to lowest priority):

- Continuation of functions listed under Tier #1 and #2
- Process Court Trials/Trials by Written Declaration
- Enter Dispositions, including Bench warrants
- Process correspondence
- Process all incoming documents

*Note: After 30 days of emergency operations, all functions should be resumed at normal operations level.*

<i><b>Mission-essential Function</b></i>	<i><b>Organizational Unit</b></i>	<i><b>Number of Personnel and Positions</b></i>	<i><b>Resources, Equipment, Systems, OR Vital Records/Database</b></i>
Communicate with staff/judge as necessary	Clerk's Office	One Staff Member	Phone list including home and alternate numbers
If we need to close office, post signs for the public.	Clerk's Office	One staff member	Paper PC (to make sign) or Pen/Marker Tape



<b><i>Mission-essential Function</i></b>	<b><i>Organizational Unit</i></b>	<b><i>Number of Personnel and Positions</i></b>	<b><i>Resources, Equipment, Systems, OR Vital Records/Database</i></b>
Secure Server & Backup Databases	Clerk's Office (IT Dept.)	IT Clerk(s)	
Secure cash/checks/receipts	Clerk's Office (Finance Dept.)		Locked storage area/Safe Cash/checks/Receipts
Gather the Court Clerk operation equipment	Clerk's Office (IT Dept.)	IT Clerk(s)	Recorders, Transcribers, Mics, Cables, etc.
Communicate with law enforcement agencies & other offices, such as the AG, PD, MLSC & the Bar Association	Clerk's Office	Assigned Clerk	Court Directory/Phone Book
Make daily deposit.	Clerk's Office (Finance Dept.)	Chief Finance Clerk or Asst.	Cash/Checks/Receipts, calculator, Deposit book, Deposit bag, Balance Reports, Copy Machine, Fax machine, access to Word (PC)
Service customers at counter, accept/post payments	Clerk's Office	Anyone available	Manual receipt book, stamps, forms, cash drawer or secured storage, copy machine
Recall Warrants	Clerk's Office	Chief Clerk or Asst.	Fax Machine/Telephone
Answer and respond to all phone inquiries	Clerk's Office	Any staff members available	Phone system
Accept the filings needed to support court operations	Clerk's Office	Any staff members available	New court files, Court seal & date stamp, paper
Accept Answer or Request for Entry of Default in Civil cases	Clerk's Office	Assigned Civil Clerk	files, date stamp, docket book, Access to Index
Prepare/Update Court calendar	Clerk's Office	Any Clerk available	computer
Provide personnel service to the courts	Clerk's Office		
Review/Update Court indices and store case files	Clerk's Office	Assigned Clerks	Docket books, computers, Indices
Enter new cases & update docket books and indices	Clerk's Office	Assigned Clerks	Case files, Docket, Date Stamp

<b><i>Mission-essential Function</i></b>	<b><i>Organizational Unit</i></b>	<b><i>Number of Personnel and Positions</i></b>	<b><i>Resources, Equipment, Systems, OR Vital Records/Database</i></b>
Sign employee time sheets	Clerk's Office (Finance Dept.)	Chief Clerk	Time sheet, time cards
Enter batch citations	District Court	District Court Clerk	Citations, Docket Book, Index
Process Court Trials/Trials by Written Declaration	Clerk's Office	Any staff member available	Forms, Subpoenas, Date Stamp, Copy machine
Process correspondence	Clerk's Office	Any staff member available	Mail, Date stamp, paper,
Process all incoming documents	Clerk's Office	Any staff member available	File stamp

**ANNEX E**

**ORDERS OF SUCCESSION**

*Orders of Succession for Marshall Islands Judiciary/Majuro*

**Leadership Succession for COOP Executive Team Chief (Planning Team Chief):**

**Primary:** Chief Justice, High Court, Hon. Carl B. Ingram

The following positions, listed by title in order of precedence, are the designated successor(s):

- 1) Associate Justice, James H. Plasman
- 2) Chief Clerk of the Courts, Walter K. Elbon

**Leadership Succession for CEO**

**Primary:** Chief Justice, High Court, Hon. Carl B. Ingram

The following positions, listed by title in order of precedence, are the designated successor(s):

- 1) Associate Justice, High Court, James Plasman
- 2) Chief Clerk of the Courts, Walter K. Elbon

**Leadership Succession for COOP Relocation Team (CRT) Chief:**

**Primary:** Chief Clerk of the Courts, Walter K. Elbon

The following positions, listed by title in order of precedence, are the designated successor(s):

- 1) Deputy Chief Clerk of the Courts, Ingrid K. Kabua
- 2) Assistant Clerk of the Courts, Travis Joe

**Leadership Succession for COOP Support Team Chief:**

**Primary:** Associate Justice, James H. Plasman

The following positions, listed by title in order of precedence, are the designated successor(s):

- 1) Assistant Clerk of the Courts, Nikki Holly
- 2) Assistant Clerk of the Courts, Sylvia Anuntak

# **ANNEX F**

## **DELEGATIONS OF AUTHORITY**

MEMORANDUM

TO:

FROM:

DATE:

SUBJECT: Delegation of Authority

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The authority to take actions listed below is hereby delegated to you in your respective positions in the **Marshall Islands Judiciary/Majuro** to the incumbents of the positions designated herein. This delegation is effective as of **06/21/2007**.

ALL AUTHORITY HEREBY DELEGATED SHALL BE EXERCISED IN ACCORDANCE WITH APPLICABLE LAWS, RULES, ADMINISTRATIVE DIRECTIVES, AND BUDGET ALLOCATIONS. THIS AUTHORITY CANNOT BE RE-DELEGATED.

List tasks to be covered in this delegation (examples listed below) and to whom those delegations will be made:

- Travel Authorization –
- Leave Authorization –
- Purchase Requisitions/Spending Authority –
- Execution of Contractual Agreements -

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Authorized Signature:  
Chief Justice, High Court, Republic of the Marshall Islands

# **ANNEX G**

## **NOTIFICATION PROCEDURES AND LIST OF KEY STAFF**

## Notification Procedures

The CEO will notify the COOP Relocation Team (CRT) Chief to activate the COOP. Upon notification to activate the Marshall Islands Judiciary COOP Plan, the CRT Team Chief will perform the following duties:

- ✓ Contact the key staff members identified in this annex, informing them of the current situation and that the COOP Plan is being activated.
- ✓ Notify the Alternate Facility Manager of the appropriate alternate facility regarding the activation of the Marshall Islands/Majuro COOP Plan.
- ✓ Notify the appropriate Emergency Operations Center that an emergency relocation of the Marshall Islands Judiciary/ Majuro primary facility is expected or is in progress.
- ✓ Report the progress of the notification process to the CEO.

Once the COOP is activated, the key staff members will contact their staffs - using the following procedures:

- ✓ Attempt to call each person in his or her chain-of-command and relay the information and guidance provided by the CRT Team Chief.
  - ✓ Make a second attempt to contact those individuals who were not initially available. If this attempt is unsuccessful, the key staff members will leave a message, send a page, or use any other method of communications available to make contact.
  - ✓ Report status of cascade, including names of personnel not contacted, to the department supervisor.
- Website Notification: 1. The High Court Chief Justice will notify the IT Director to initiate the Website Alert Notification. 2. IT Director will initiate the internal and external home pages with the Alert Notification. The alert notification will be identified with a bold red board. The alert will identify the communications required by affect employees and/or public access to the court house. If relocation is required that information will be posted. 3. Each staff member will be trained upon hire and reviewed on a quarterly basis as to their requirements for reviewing and responding to the directions given on the intranet.
- ❖ List of Key Staff: Please see ANNEX K (STAFF ROSTER), Key Staff Members in **BOLD**.



**ANNEX H**  
**VITAL RECORDS**

## **Vital Records Background Information**

The following checklist can be used when determining which vital records are critical to ensure continuation of mission-essential functions.

- Back-up off-site of electronic records and databases.
- The COOP Plan should describe a maintenance program to assure the records are accurate, current, and frequently updated.
- Identifying vital records, systems, and data (hard copy and electronic) critical to performing functions.
- Assuring availability of emergency operating records.
- Ensuring back-up for legal contracts and financial records.

## **Additional Recommendations**

- Ensure backup copies of vital records and databases, both paper and electronic, are maintained, updated, and stored in a secure off-site location. Ensure that the Management Plan, which prescribes the maintenance program to ensure that records are accurate and current, updated bi-annually. The Management Plan also identifies vital records, systems, and data (hard copy and electronic) critical to performing mission-essential functions. The Plan provides for ensuring availability of emergency operating records and ensuring back-up for legal and financial records. The Record Management Plan is highlighted below:
  - Maintain current copies of vital records essential to the continued functioning or reconstitution of an organization during and after an emergency in a secure off-site location. Included are:
    - Emergency plans and directives
    - Orders of succession
    - Delegations of authority

- Staff Roster
  - Staffing assignments
  - Related records of a policy or procedural nature that provide the Marshall Islands Judiciary staff with guidance and information resources necessary for conducting operations during any emergency, and for resuming formal operations at its conclusion.
- Maintain current copies of vital records critical to carrying out an organization's essential legal and financial functions and activities, and protecting the legal and financial rights of individuals directly affected by its activities in a secure off-site location. Included are records having such value that their loss would significantly impair the conduct of essential functions, to the detriment of the legal or financial rights or entitlements of the organization or of the affected individuals. Examples of this category of vital records are:
- Excel Financial Workbooks
  - Office Personnel Files/Records
  - Property Management and Inventory Records
  - Insurance Records

The following page provides a table that identifies vital records identified as critical to the Marshall Islands Judiciary/Majuro operations during COOP emergencies.

<b>IDENTIFY VITAL RECORDS, SYSTEMS, AND DATA</b> <b>(PLEASE DESCRIBE IF NECESSARY)</b>	<b>PLANS FOR PROTECTION, DUPLICATION, AND MOVEMENT OF RECORDS</b>	<b>LOCATION AND ACCESSIBILITY OF VITAL RECORDS</b>	<b>ACCURACY AND CURRENCY OF RECORDS</b> <b>(DATE)</b>
<b>Vital Record Name:</b> Server  <b>System/File name:</b>  Server	Maintained by Court Clerks, backed up every week (in flash drive)	Primary Location: Uliga, Majuro, Courthouse P.O. Box B Majuro, MH 96960  Format: Electronic - File Server/LAN  Backup Location: Format: Electronic – Flash Drive Storage	Review/Update Date: Daily updates completed by Court Clerks.
<b>Vital Record Name:</b> High Court Indices <b>System/File name:</b>  Civil Index, Criminal Index, Probate Index, Juvenile Index (Court’s Case Management System)  Excel Spreadsheet(s)	Maintained by Court Clerks, backed up every week (in Clerks’ flash drives) and stored on the server	Primary Location: Uliga, Majuro, Courthouse P.O. Box B Majuro, MH 96960  Format: Electronic - File Server/LAN  Backup Location: Format: Electronic – Flash Drive Storage  Electronic storage completed by clerks & stored at office site (server)	Review/Update Date: Daily updates completed by Court Clerks.

<b>IDENTIFY VITAL RECORDS, SYSTEMS, AND DATA</b>  <b>(PLEASE DESCRIBE IF NECESSARY)</b>	<b>PLANS FOR PROTECTION, DUPLICATION, AND MOVEMENT OF RECORDS</b>	<b>LOCATION AND ACCESSIBILITY OF VITAL RECORDS</b>	<b>ACCURACY AND CURRENCY OF RECORDS</b>  <b>(DATE)</b>
<p><b>Vital Record Name:</b> Trust Territory (TT) Case Index</p> <p><b>System/Filename:</b> TT Case Index (Case Management System for TT cases)</p> <p>Excel Spreadsheet</p>	<p>Maintained by Court Clerks, backed up every week (in Clerks' flash drives) and stored on the server</p>	<p>Primary Location: Uliga, Majuro, Courthouse P.O. Box B Majuro, MH 96960</p> <p>Format: Electronic - File Server/LAN</p> <p>Backup Location: Format: Electronic – Flash Drive Storage</p> <p>Electronic storage completed by clerks &amp; stored at office site (server)</p>	<p>Review/Update Date: Daily updates completed by Court Clerks.</p>
<p><b>Vital Record Name:</b> District Court Indices</p> <p><b>System/Filename:</b> DC Indices (Court's case management system for Traffic/Criminal/Civil/Small Claims cases)</p> <p>Excel Spreadsheet(s)</p>	<p>Maintained by District Court Clerk, backed up every week (in Clerks' flash drives) and stored on the server</p>	<p>Primary Location: Uliga, Majuro, Courthouse P.O. Box B Majuro, MH 96960</p> <p>Format: Electronic - File Server/LAN</p> <p>Backup Location: Format: Electronic – Flash Drive Storage</p> <p>Electronic storage completed by clerks &amp; stored at office site (server)</p>	<p>Review/Update Date: Daily updates completed by District Court Clerk.</p>

<b>IDENTIFY VITAL RECORDS, SYSTEMS, AND DATA</b>  <b>(PLEASE DESCRIBE IF NECESSARY)</b>	<b>PLANS FOR PROTECTION, DUPLICATION, AND MOVEMENT OF RECORDS</b>	<b>LOCATION AND ACCESSIBILITY OF VITAL RECORDS</b>	<b>ACCURACY AND CURRENCY OF RECORDS</b>  <b>(DATE)</b>
<b>Vital Record Name:</b> Tape/CD Log  <b>System/Filename:</b> Tape/CD Management System for Recorded HC Cases	Maintained by Court Clerks, backed up every week (in Clerks' flash drives) and stored on the server	Primary Location: Uliga, Majuro, Courthouse P.O. Box B Majuro, MH 96960  Format: Hardcopy format & Electronic - File Server/LAN  Backup Location: Format: Electronic – Flash Drive Storage  Electronic storage completed by clerks & stored at office site (server).	Review/Update Date: Daily updates completed by Court Clerks.
<b>Vital Record Name:</b> Staff Info. & Contact Numbers  <b>System/Filename:</b> Contact Info.  Excel Spreadsheet.	Maintained by Chief/Deputy Clerks, backed up every week (in Clerks' flash drives)	Primary Location: Uliga, Majuro, Courthouse P.O. Box B Majuro, MH 96960  Format: Electronic - File Server/LAN  Backup Location: Format: Electronic – Flash Drive Storage  Electronic storage completed by clerks	Review/Update Date: Updates completed by Court Clerks when required

<b>IDENTIFY VITAL RECORDS, SYSTEMS, AND DATA</b> <b>(PLEASE DESCRIBE IF NECESSARY)</b>	<b>PLANS FOR PROTECTION, DUPLICATION, AND MOVEMENT OF RECORDS</b>	<b>LOCATION AND ACCESSIBILITY OF VITAL RECORDS</b>	<b>ACCURACY AND CURRENCY OF RECORDS</b> <b>(DATE)</b>
<b>Vital Record Name:</b> High Court Calendar  <b>System/Filename:</b>  Court Calendar  Excel Spreadsheet	Maintained by Court Clerks, backed up every week (in Clerks' flash drives) and stored on the server	Primary Location: Uliga, Majuro, Courthouse P.O. Box B Majuro, MH 96960  Format: Electronic - File Server/LAN  Backup Location: Format: Electronic – Flash Drive Storage  Hard Copy in Folders & Electronic storage completed by clerks & stored at office site (server)	Review/Update Date: Daily updates completed by Court Clerks.

Legend

**Vital records, systems, and data** - Information, records, databases, procedures, and other information necessary to support mission-essential functions and sustain operations.

**Protection, duplication, and movement** - Identify policies in place to restrict how the information is guarded, procedures for duplication, how the information is backed-up and stored, and how the material is distributed.

**Location** - Where are the vital records/systems/data currently located? Where are the back-up records/systems/data located? Are records in electronic or hard copy format? Can records be accessed from an alternate site if the primary site is inaccessible?

**Accuracy and currency of records** - Are records up to date? On what date was the records/systems/data last reviewed/updated?

**ANNEX I**

**RELOCATION KITS**



### Relocation Kit Contents

Administrator/Personnel Relocation Kit (Kit #1)	Quantities
<b>Communication:</b>	
1. Phone roster (Contact Info.) for all Judges & Staff  <i>Also located in COOP Plan &amp; Backup Flashdrive</i>	1
2. Majuro/Ebeye Telephone Directory	1
<b>Forms:</b>	
1. Binder with office manual(s) and all forms  <i>Also located in Backup Flashdrive</i>	1
2. COOP Plan  <i>Also located on internet</i>	1
<b>Supplies:</b>	
1. Flash Drives w/ Indexes, etc.  <i>Court backup flash drives with Dep. Clerk &amp; IT Clerk</i>	2
2. Pens & Pencils	10 ea.
3. Postage Stamps	10
4. Court Stamp(s) & Seal(s)	1 ea.
5. Copying/Typing Paper ( <i>Ream</i> )	2
6. Colored File & Exhibit Stickers ( <i>sheets</i> )	5

Budget/Accounting Relocation Kit (Kit #2)	Quantities
<b>Forms:</b>	
1. Binder with (finance) manuals and all schedules, forms, etc	1
<b>Supplies:</b>	
1. Legal Pads	5
2. Calculator  <i>desk calculator, with batteries</i>	1
3. Legal Size Folders ( <i>box</i> )	1
4. Copying/Typing Paper ( <i>ream</i> )	2

Budget/Accounting Relocation Kit (Kit #2)	Quantities
5. Manual Receipt Books	2
6. Tapes & CDs	10 ea.

# **ANNEX J**

## **TEST, TRAINING, & EXERCISE**

## Test, Training, and Exercise

- This plan will be reviewed annually by, the COOP Executive/Planning Team and approved by the High Court Chief Justice (CEO) for the Marshall Islands Judiciary/Majuro.
- The Chief Clerk of the Courts (CRT Chief) will ensure training of all Court employees on the key aspects of this plan. This training will be conducted annually.
- This plan will be practiced annually by use of a tabletop exercise or a field exercise.
  - If an alternate site has been pre-determined.
  - Support plans and communications equipment at the Alternate Facility will be tested annually as part of the Test, Training, and Exercise (TT&E).
  - Equipment pre-positioned at the Alternate Facility will be tested annually as part of the TT&E program.
- The exercise should include a test of the alert and notification plan, with and without warning, during business and non-business hours.
- The Planning Team will identify and incorporate lessons learned and remedial actions from exercises into annual revisions of the COOP.

**ANNEX K**

**STAFF ROSTER**

**MARSHALL ISLANDS JUDICIARY/STAFF ROSTER**

Staff Member NAME	TITLE/AREA OF RESPONSIBILITY	COOP ROLES	PHONE NUMBERS	EMAIL ADDRESS
<b>SUPREME COURT</b>				
Daniel Cadra	Chief Justice	None (OFF ISLAND)	Phone: (907) 892-5202 Cell: (907) 715-9102 Fax: (907) 892-5201	<a href="mailto:dcadra@mtaonline.net">dcadra@mtaonline.net</a>
<b>HIGH COURT</b>				
Carl B. Ingram	Chief Justice/Executive	CRT CEO/Executive	Work: (692) 625-3201/3297/0215 Home: (692) 528-3215	<a href="mailto:cbingram@ntamar.net">cbingram@ntamar.net</a>
James H. Plasman	Associate Justice	CST	Work: (692) 625-3201/3297 Home: (692) 247-8207	<a href="mailto:plasman.james@gmail.com">plasman.james@gmail.com</a>
<b>TRADITIONAL RIGHTS COURT (TRC)</b>				
Berson Joseph	Chief Judge	COOP Support Team (CST)	Work: (692)625-3201/3297 Home: (692) 528-8280 Cell: (692) 455-1932	<a href="mailto:wothoujaelae@yahoo.com">wothoujaelae@yahoo.com</a>
Botlang Loeak	Associate Judge	COOP Support Team (CST)	Work: (692)625-3201/3297 Home: (692) 625-8539 Cell: (692) 455-1942	<a href="mailto:baloeak@yahoo.com">baloeak@yahoo.com</a>
Kalermen Jinuna	Associate Judge	COOP Support Team (CST)	Work: (692)625-3201/3297 Home: (692) 528-8710 Cell: (692) 455-6134	<a href="mailto:laurajienpel@yahoo.com">laurajienpel@yahoo.com</a>
<b>DISTRICT COURT</b>				
Milton Zackios	Presiding Judge	COOP Support Team	Work: (692)625-3201/3297 Home: (692) 247-5067	<a href="mailto:milton.zackios@gmail.com">milton.zackios@gmail.com</a>
Billy Samson	Associate Judge	(None) EBEYE, KWAJ	Work: (692) 329-4032 Fax: (692) 329-3032	<a href="mailto:bysamson@ntamar.net">bysamson@ntamar.net</a>
Jimata Kabua	Associate Judge	COOP Support Team	Work: (692)625-3201/3297 Home: (692) 625-3171	<a href="mailto:jjmata30@gmail.com">jjmata30@gmail.com</a>
<b>CLERK OF THE COURTS</b>				
Walter K. Elbon	Chief Clerk/CRT Chief	CRT Chief/Executive	Work: (692)625-3201/3297 Home: (692) 528-2841 Cell: (692) 455-1841/4896	<a href="mailto:wkelbon@gmail.com">wkelbon@gmail.com</a> <a href="mailto:kimojelbon196@yahoo.com">kimojelbon196@yahoo.com</a>
Ingrid K. Kabua	Deputy Clerk	CRT Deputy Chief	Work: (692)625-3201/3297 Home: (692) 625-6268 Cell: (692) 455-6268	<a href="mailto:ikkabua@gmail.com">ikkabua@gmail.com</a> <a href="mailto:kakku15@hotmail.com">kakku15@hotmail.com</a>
Sepe Joash	Assistant Clerk	CST	Work: (692)625-3201/3297 Home: (692) 528-8864/ or 625-7360	<a href="mailto:joash_sepe@yahoo.com">joash_sepe@yahoo.com</a>
Travis J. Joe	Assistant Clerk	CRT	Work: (692)625-3201/3297 Home: (692) 625-7263 Cell: (692) 455-7273/5415	<a href="mailto:ty_king5@hotmail.com">ty_king5@hotmail.com</a>

<b>Hainrick Moore</b>	<b>Assistant Clerk</b>	<b>CRT</b>	<b>Work: (692)625-3201/3297 Cell: (692) 455-8706</b>	<a href="mailto:h_moore02@yahoo.com">h_moore02@yahoo.com</a>
Nikki Holly	Assistant Clerk	CST	Work: (692)625-3201/3297 Home: (692) 625-3669 Cell: (692) 455-8478	<a href="mailto:nholly14@yahoo.com">nholly14@yahoo.com</a>
Sylvia Anuntak	Assistant Clerk	CST	Work: (692)625-3201/3297 Home: (692) 625-3740 Cell: (692) 455-2812	<a href="mailto:lanuntak@yahoo.com">lanuntak@yahoo.com</a>
Armen Bolkeim	Assistant Clerk	<b>(None) EBEYE, KWAJ</b>	Work: (692) 329-4032 Fax: (692) 329-3032	
<b>Langmeto Peter</b>	<b>Janitor/Maintenance</b>	<b>CST</b>	<b>Work: (692) 625-3201/3297</b>	
<b>COURT BAILIFFS</b>				
Johnny Antolok	Captain	CST	Work: (692) 625-3201/3297 Home: (692)	
<b>Jikku Benjamin</b>	<b>Sergeant</b>	<b>CST</b>	<b>Work: (692) 625-3201/3297 Home: (692) 625- Cell: (692) 455-6791</b>	
Valentine Boon	Police Officer	CST	Work: (692) 625-3201/3297 Home: (692) 625-	
<b>OTHER IMPORTANT EMERGENCY CONTACT NUMBERS:</b>				
NATIONAL POLICE/ FIRE STATION FRONT DESK			Tel: (692) 625-3233/8666	
MAJURO ATOLL LOCAL GOVERNMENT POLICE STATION			Tel: (692) 625-8148/8999	
CHIEF SECRETARY'S OFFICE (Disaster Management/AF Manager)			Tel: (692) 625-5181/3234/5236 Cell: (692) 455-	<a href="mailto:cnemra@ntamar.net">cnemra@ntamar.net</a>
NITIJELA/OFFICE OF THE SPEAKER			Tel: (692) 625-8472/8473/3707 Cell: (692) 455-5362/0908	<a href="mailto:jeriklon@ntamar.net">jeriklon@ntamar.net</a>
MINISTRY OF HEALTH (Emergency/Medical)			Tel: (692) 625-4144/3399/3355	

ANNEX L

FACILITY EVACUATION



## MARSHALL ISLANDS JUDICIARY/MAJURO COOP FACILITY EVACUATION

- **PURPOSE:** To provide specific directions to all staff in the event of an emergency requiring the evacuation of the facility.
- **GENERAL:** This procedure provides for the handling of emergency evacuations of the facility.
- **RESPONSIBILITIES:**
  - The CRT Chief shall be responsible for the following:
    - Monitor the evacuation procedures and insure that all employees are participating.
    - Know the status of all assigned staff, (e.g. are they on site, in the field, or on annual leave).
    - Ensure general staff are trained in the evacuation procedures and in dealing with clients and staff who may become confused or panic in an emergency situation.
    - Assign an alternate section manager and keep this assignment list current.
    - Insure all delegates are properly trained in their duties.
    - Obtain check-off lists from Section Manager(s) and report employee accountability to the Chief Justice/CEO after evacuation.
  - Section managers are responsible for maintaining a check-off list to account for all staff members after evacuation and for reporting their findings to the CRT Chief.
  - General staff are responsible for the following:
    - Ensuring handicapped employees and visitors are assisted from the facility.
    - Staff with public visitors should exit the facility with the visitors.
    - Staff must search for and insure that any clients who are in court rooms, restrooms, etc. evacuate with the staff immediately.

- Stationing themselves outside the facility to receive employee check-off lists from Section Managers and to coordinate with emergency personnel as necessary.
- **PROCEDURE:** Facility evacuation may be ordered by the following mechanisms:

<b>EMERGENCY FACILITY EVACUATION CHECK-OFF LIST</b>		
<b>DATE OF EVACUATION</b>	<b>TIME</b>	
MARSHALL ISLANDS JUDICIARY/MAJURO	MARSHALL ISLANDS JUDICIARY/MAJURO HIGH COURT/CLERK OF THE COURT DIVISION (2 <sup>ND</sup> FLOOR LEVEL)	
MARSHALL ISLANDS JUDICIARY/MAJURO HEAD:	NAME OF SECTION MANAGER(S)  INGRID KABUA/NIKKI HOLLY	
<b>NAMES OF THE MARSHALL ISLANDS JUDICIARY/MAJURO STAFF MEMBERS</b>	<b>ACCOUNTED FOR</b>  (Yes or No)	<b>MEMBERS STATUS</b>  (Present/in field/on leave/at lunch)
Carl B. Ingram		
James H. Plasman		
Walter K. Elbon		
Ingrid K. Kabua		
Sepe Joash		
Hainrick Moore		
Nikki Holly		
Sylvia Anuntak		
Langmeto Peter		
Johnny Antolok		
Jikku Benjamin		
Valentine Boon		

EMERGENCY FACILITY EVACUATION CHECK-OFF LIST		
DATE OF EVACUATION	TIME	
MARSHALL ISLANDS JUDICIARY/MAJURO	MARSHALL ISLANDS JUDICIARY/MAJURO DISTRICT COURT & TRC DIVISION (GROUND FLOOR LEVEL)	
MARSHALL ISLANDS JUDICIARY/MAJURO HEAD:	NAME OF SECTION MANAGER(S) TRAVIS JOE/SYLVIA ANUNTAK	
NAMES OF THE MARSHALL ISLANDS JUDICIARY/MAJURO STAFF MEMBERS	ACCOUNTED FOR (Yes or No)	MEMBERS STATUS (Present/in field/on leave/at lunch)
Berson Joseph		
Botlang Loeak		
Kalemen Jinuna		
Milton Zackios		
Jimata Kabua		
Travis Joe		
Amon Alberttar (MalGov)		
Meitell Lanki (MalGov)		
Allen Alex (MalGov)		