

Corey R. Steel
State Court Administrator



Deborah A. Minardi
State Probation Administrator

TO: Judges, Judicial Administrators, Clerk Magistrates, Chief Probation Officers, and Clerks of the District Court

FROM: Corey R. Steel *CRS*

DATE: March 12, 2020

RE: Emergency Preparedness Plan

Keeping the Judicial Branch operations open during a state of emergency is an attempt to ensure that no person is deprived access to the courts and its services. Nebraska courts and probation offices will strive to remain open, while the health and safety of staff remain a priority.

The attached Emergency Preparedness Plan (EPP) establishes guidance to ensure the execution of mission-essential functions for courts and probation, in the event that an emergency, such as COVID-19, threatens or incapacitates operations, and/or necessitates the relocation of selected personnel and functions. The intent of this document is to provide guidance in the event of a state of emergency and is to be used in conjunction with your local Comprehensive Continuity of Operations Plan (COOP).

The local EPP should be completed collaboratively with judges and court/probation staff, and the back pages of the planning guide should be submitted expeditiously to the Administrative Office of the Courts and Probation. The more collaborative and encompassing your local plan is, the more prepared your court and probation office will be in an emergency event. Submission of these documents also allows for continuity across the Judicial Branch, yet allowing for the uniqueness of each jurisdiction and situation.

The Administrative Office will be conducting webinars over the next week to walk through these plans and answer questions that may arise. The schedule for the webinars is on the following page. We want every court and probation office to be prepared and are here to assist in the best way possible.

CRS/ml

Attachments

Webinar Schedule

Friday, March 13

- 12:00 – 1:00, Courts
- 1:30 – 2:30, Probation

Monday, March 16

- 12:00 – 1:00, Probation
- 1:30 – 2:30, Courts

Tuesday, March 17

- 12:00 – 1:00, Courts
- 1:30 – 2:30, Probation

Wednesday, March 18

- 12:00 – 1:00, Courts

Thursday, March 19

- 12:00 – 1:00, Courts