



# Emergency Preparedness

## “To Do List” for Employees at the 13<sup>th</sup> Judicial Circuit Court Buildings



### 1. Be Prepared **BEFORE** the Emergency

- a. Develop a family disaster plan (see [www.ready.gov](http://www.ready.gov))
- b. Develop a disaster supply kit (see [www.ready.gov](http://www.ready.gov))
- c. Keep contact form up to date with Court Facilities Services
- d. Keep your information in your section’s phone tree up-to-date
- e. Know your section warden
- f. Be familiar with the AOC Emergency Evacuation Plan

### 2. Stay Safe and Informed **DURING** the Emergency

- a. Find a safe place – and stay there
- b. Stay informed using:
  - i. The 13<sup>th</sup> Judicial Circuit Court website ([www.fljud13.org](http://www.fljud13.org))
  - ii. [www.flcourts.org](http://www.flcourts.org) in cases of catastrophe and the local website is not operational
  - iii. The AOC Emergency Management Hotline (813) 272-6780
  - iv. Local radio and television stations
  - v. A NOAA weather radio
- c. Be ready to receive and forward information via the phone tree

### 3. Recover and Reconstitute Operations **AFTER** the Emergency

- a. Seek medical assistance if necessary
- b. Stay informed using the available means listed above
- c. Follow instructions as provided

#### Need more Information?

Visit [www.fljud13.org](http://www.fljud13.org) or contact the AOC Emergency Management Hotline at (813) 272-6780.