

FILED
July 1, 2004 1:42 A.M.
O'CLOCK P.M.

Patty O. Weeks
Clerk of the District Court

By Narjit Hayes Deputy

IN THE DISTRICT COURT OF THE SECOND JUDICIAL
DISTRICT OF THE STATE OF IDAHO

ADMINISTRATIVE ORDER NO. 2004 -3

Pursuant to Idaho Court Administrative Rule 48, the attached emergency closure plans for Clearwater, Idaho, Latah, Lewis and Nez Perce Counties are hereby approved.

IT IS SO ORDERED.

Dated this 30th day of June 2004.



JOHN R. STEGNER
Administrative District Judge

**EMERGENCY CLOSURE PLAN
FOR THE DISTRICT COURT IN CLEARWATER COUNTY**

June 24, 2004

I. BEFORE THE EMERGENCY

A. Employee Contact Information. The Clerk/Auditor shall create and maintain current court employee contact information which will include home and mobile phone numbers, home email address, street address, and the name and phone number of a family member or friend as an emergency contact person. Copies of the contact information should also be provided to the Chief Deputy for court operations, the Trial Court Administrator, and to any other officers or employees deemed appropriate. The Clerk/Auditor and Chief Deputy for court operations should keep a current copy of this information at their homes, to facilitate employee contact in the event of an emergency outside of normal business hours.

B. Computer Back-ups. The location for off-site storage of regularly updated computer back-ups of court data and the name and telephone number of the contact persons with access to the storage is as follows:

Location:	Wells Fargo Bank, Orofino		
Contacts:	Joan Kelly	476-7042 (o)	476-4379 (h)
	Robin Christensen	476-5615 (o)	476-3751 (h)
	Sue Summerton	476-5596 (o)	476-4092 (h)

C. Necessary Forms. The location for off-site storage of current forms that would be necessary to resume court operations in a non-computerized environment and the name and telephone number of the contact persons with access to the storage site is as follows:

Location:	Wells Fargo Bank, Orofino		
Contacts:	Robin Christensen	476-5615 (o)	476-3751 (h)
	Sue Summerton	476-5596 (o)	476-4092 (h)

D. Evacuation Plan. The District Court shall be evacuated as needs be, in conformity with the Emergency Evacuation Plan For Clearwater County.

E. Public Information. Current information relating to an emergency closure and/or the subsequent reopening of the courthouse will be broadcast on the following radio stations and television station.

Radio Station KLER 1300 AM, 95.3 FM
KLEW-TV, Lewiston

F. Alternate Location. If the courthouse were to be closed due to an emergency, court operations could be conducted on a limited basis at the VFW Post, at the Orofino High School and in the Orofino City Council Chambers.

II. DURING THE EMERGENCY

A. Emergency During Working Hours. If time permits, an order to close the court and its offices shall be obtained from the administrative district judge or designee judge before shutting down court operations. If the threatened risk is imminent however, court operations will be suspended immediately and all persons shall be evacuated from the building according to the Clearwater County evacuation plan, and the Administrative District Judge or designee will be contacted as soon as possible after the evacuation. The District Court Clerk will maintain a record of the date and time of any emergency closure of the court and will promptly forward a copy of that record to the Idaho Supreme Court, the Administrative District Judge, to the Trial Court Administrator, and to the broadcast media listed above.

B. Emergency Outside of Working Hours. If the emergency that makes the court facilities unsafe, inaccessible or otherwise unusable occurs after ordinary business hours, and if time permits, the Administrative District Judge or designee should be contacted to order the closure of the Court prior to contacting employees or the broadcast media. Otherwise, all court employees should be immediately notified not to come into work and the public notified through the broadcast media of the court's closure. The District Court Clerk will maintain a record of the date and time of the closing of the court, and will promptly forward a copy of that record to the Idaho Supreme Court, the Administrative District Judge, and to the Trial Court Administrator. The Clerk shall also be responsible for contacting the Administrative District Judge and obtaining a written order of emergency closure at the earliest practicable opportunity. Finally, the Clerk shall notify the broadcast media of the closing.

III. AFTER THE EMERGENCY

A. Restoring Operations where Courtrooms and Offices are Accessible. The Clerk and Trial Court Administrator will coordinate with the Board of County Commissioners and other local officials to promptly restore services. When the emergency or threatened emergency has passed and facilities are again available, the Clerk will record of the date and time of the reopening of the court and will forward a copy of that record to the Idaho Supreme Court, the Administrative District Judge, and to the Trial Court Administrator as soon as possible, along with the Order of Emergency Closure. The Clerk will also notify the broadcast media.

B. Restoring Operations Where Courtrooms and Offices are Inaccessible. When the emergency or threatened emergency has passed and it has been determined that the existing court facilities are unsafe or otherwise unavailable, and court employees and the public have been notified, the Clerk of the Court and the Trial Court Administrator shall promptly begin restoring operations at one or more of the previously determined alternative sites, until such time as the regular court facilities again become available; and shall coordinate their planning with the Board of County Commissioners and other local officials for the prompt restoration of judicial services following an emergency closure. The District Court Clerk will maintain a record of the date and time of the reopening of the court at the alternative location and will forward a copy of that record to the Idaho Supreme Court, the Administrative District Judge, and to the Trial Court Administrator as soon as possible, along with the Order of Emergency Closure. The Clerk will also inform the broadcast media of the reopening at the alternative location.

**EMERGENCY CLOSURE PLAN
FOR THE DISTRICT COURT IN IDAHO COUNTY**

June 24, 2004

I. BEFORE THE EMERGENCY

A. Employee Contact Information. The Clerk/Auditor shall create and maintain current court employee contact information which will include home and mobile phone numbers, home email address, street address, and the name and phone number of a family member or friend as an emergency contact person. Copies of the contact information should also be provided to the Chief Deputy for court operations, the Trial Court Administrator, and to any other officers or employees deemed appropriate. The Clerk/Auditor and Chief Deputy for court operations should keep a current copy of this information at their homes, to facilitate employee contact in the event of an emergency outside of normal business hours.

B. Computer Back-ups. The location for off-site storage of regularly updated computer back-ups of court data and the name and telephone number of the contact persons with access to the storage is as follows:

Location:	Wells Fargo Bank, Grangeville		
Contact Persons:	Rose Gehring	983-2751 (o)	962-3639 (h)
	Abbie Hudson	983-0147 (o)	983-0613 (h)

C. Necessary Forms. The location for off-site storage of current forms that would be necessary to resume court operations in a non-computerized environment and the name and telephone number of the contact persons with access to the storage site is as follows:

Location:	Idaho Free Press, Highway 95, Grangeville
Contact Persons:	Nona Donaldson, 983-1200

D. Evacuation Plan. The District Court shall be evacuated as needs be, in conformity with the existing Emergency Evacuation Plan For Idaho County.

E. Public Information Current information relating to an emergency closure and/or the subsequent reopening of the courthouse will be broadcast on the following radio stations and television station.

KORT Radio, 92.7 FM, 1230 AM
KLEW TV, Lewiston

F. Alternate Location. If the courthouse were to be closed due to an emergency, court operations could be conducted on a limited basis at the Grangeville City Hall.

II. DURING THE EMERGENCY

A. Emergency During Working Hours. If time permits, an order to close the court and its offices shall be obtained from the administrative district judge or designee judge before shutting down court operations. If the threatened risk is imminent however, court operations will be suspended immediately and all persons shall be evacuated from the building according to the Idaho County evacuation plan, and the Administrative District Judge or designee will be contacted as soon as possible after the evacuation. The District Court Clerk will maintain a record of the date and time of any emergency closure of the court and will promptly forward a copy of that record to the Idaho Supreme Court, the Administrative District Judge, to the Trial Court Administrator, and to the broadcast media listed above.

B. Emergency Outside of Working Hours. If the emergency that makes the court facilities unsafe, inaccessible or otherwise unusable occurs after ordinary business hours, and if time permits, the Administrative District Judge or designee should be contacted to order the closure of the Court prior to contacting employees or the broadcast media. Otherwise, all court employees should be immediately notified not to come into work and the public notified through the broadcast media of the court's closure. The District Court Clerk will maintain a record of the date and time of the closing of the court, and will promptly forward a copy of that record to the Idaho Supreme Court, the Administrative District Judge, and to the Trial Court Administrator. The Clerk shall also be responsible for contacting the Administrative District Judge and obtaining a written order of emergency closure at the earliest practicable opportunity. Finally, the Clerk shall notify the broadcast media of the closing.

III. AFTER THE EMERGENCY

A. Restoring Operations where Courtrooms and Offices are Accessible. The Clerk and Trial Court Administrator will coordinate with the Board of County Commissioners and other local officials to promptly restore services. When the emergency or threatened emergency has passed and facilities are again available, the Clerk will record of the date and time of the reopening of the court and will forward a copy of that record to the Idaho Supreme Court, the Administrative District Judge, and to the Trial Court Administrator as soon as possible, along with the Order of Emergency Closure. The Clerk will also notify the broadcast media.

B. Restoring Operations Where Courtrooms and Offices are Inaccessible. When the emergency or threatened emergency has passed and it has been determined that the existing court facilities are unsafe or otherwise unavailable, and court employees and the public have been notified, the Clerk of the Court and the Trial Court Administrator shall promptly begin restoring operations at one or more of the previously determined alternative sites, until such time as the regular court facilities again become available; and shall coordinate their planning with the Board of County Commissioners and other local officials for the prompt restoration of judicial services following an emergency closure. The District Court Clerk will maintain a record of the date and time of the reopening of the court at the alternative location and will forward a copy of that record to the Idaho Supreme Court, the Administrative District Judge, and to the Trial Court Administrator as soon as possible, along with the Order of Emergency Closure. The Clerk will also inform the broadcast media of the reopening at the alternative location.

**EMERGENCY CLOSURE PLAN
FOR THE DISTRICT COURT IN LATAH COUNTY**

June 24, 2004

I. BEFORE THE EMERGENCY

A. Employee Contact Information. The Clerk/Auditor shall create and maintain current court employee contact information which will include home and mobile phone numbers, home email address, street address, and the name and phone number of a family member or friend as an emergency contact person. Copies of the contact information should also be provided to the Chief Deputy for court operations, the Trial Court Administrator, and to any other officers or employees deemed appropriate. The Clerk/Auditor and Chief Deputy for court operations should keep a current copy of this information at their homes, to facilitate employee contact in the event of an emergency outside of normal business hours.

B. Computer Back-ups. The location for off-site storage of regularly updated computer back-ups of court data and the name and telephone number of the contact persons with access to the storage is as follows:

Location: Wells Fargo Bank
 Safety Deposit Box 651
 221 South Main
 Moscow, Idaho 83843

Contact Persons:	1 Susan R. Petersen	208-882-8580 (o)	208-892-8316 (h)
	2 IS Director	208-883-7205 (w)	208-301-1071 (cell)
	3 System Administrator	208-883-2254 (w)	208-301-1344 (cell)
	4 System Technician	208-883-2254 (w)	

C. Necessary Forms. The location for off-site storage of current forms that would be necessary to resume court operations in a non-computerized environment and the name and telephone number of the contact persons with access to the storage site is as follows:

Location: 1 Latah County Fairgrounds
 1021 Harold
 Moscow, Idaho 83843

 2 Terry Odenborg
 District Court Forms stored on Floppy Disc
 and Lap Top Computer

Contact Persons:	1 Susan R. Petersen	208-882-8580 (o)	208-892-8316 (h)
	2 Terry Odenborg	208-882-8580 (o)	
	3 Steve Caylor, Trial Court Administrator		208-799-3050
	4 Idaho Supreme Court, Corrie Keller		208-334-2248

D. Evacuation Plan. The District Court shall be evacuated as needs be, in conformity with the Emergency Plan For Latah County.

E. Public Information Current information relating to an emergency closure and/or the subsequent reopening of the courthouse will be broadcast on the following radio stations and television station.

1	KRPL	1400 AM	KRLC	1350 AM
2	KZFN	106.1 FM	KWSU	1250 AM
3	KQQQ	1150 AM	KZZL	99.5 FM*
4	KLEW	TV Channel 3		

*Has emergency power

F. Alternate Location. If the courthouse were to be closed due to an emergency, court operations could be conducted on a limited basis at:

- 1 The Latah County Fairgrounds
Exhibit Building, 1021 Harold, Moscow, Idaho
- 2 The 1912 Building
Third Street, Moscow, Idaho
- 3 The Federal Court Building
220 East Fifth Street, Moscow, Idaho
- 4 The University of Idaho Law Building
711 Rayburn Street, Moscow, Idaho
- 5 Latah Health Services Conference Room
510 West Palouse River Drive, Moscow, Idaho

II. DURING THE EMERGENCY

A. Emergency During Working Hours. If time permits, an order to close the court and its offices shall be obtained from the administrative district judge or designee judge before shutting down court operations. If the threatened risk is imminent however, court operations will be suspended immediately and all persons shall be evacuated from the building according to the Latah County evacuation plan, and the Administrative District Judge or designee will be contacted as soon as possible after the evacuation. The District Court Clerk will maintain a record of the date and time of any emergency closure of the court and will promptly forward a copy of that record to the Idaho Supreme Court, the Administrative District Judge, to the Trial Court Administrator, and to the broadcast media listed above.

B. Emergency Outside of Working Hours. If the emergency that makes the court facilities unsafe, inaccessible or otherwise unusable occurs after ordinary business hours, and if time permits, the Administrative District Judge or designee should be contacted to order the closure of the Court prior to contacting employees or the broadcast media. Otherwise, all court employees should be immediately notified not to come into work and the public notified through the

broadcast media of the court's closure. The District Court Clerk will maintain a record of the date and time of the closing of the court, and will promptly forward a copy of that record to the Idaho Supreme Court, the Administrative District Judge, and to the Trial Court Administrator. The Clerk shall also be responsible for contacting the Administrative District Judge and obtaining a written order of emergency closure at the earliest practicable opportunity. Finally, the Clerk shall notify the broadcast media of the closing.

III. AFTER THE EMERGENCY

A. Restoring Operations where Courtrooms and Offices are Accessible. The Clerk and Trial Court Administrator will coordinate with the Board of County Commissioners and other local officials to promptly restore services. When the emergency or threatened emergency has passed and facilities are again available, the Clerk will record of the date and time of the reopening of the court and will forward a copy of that record to the Idaho Supreme Court, the Administrative District Judge, and to the Trial Court Administrator as soon as possible, along with the Order of Emergency Closure. The Clerk will also notify the broadcast media.

B. Restoring Operations Where Courtrooms and Offices are Inaccessible. When the emergency or threatened emergency has passed and it has been determined that the existing court facilities are unsafe or otherwise unavailable, and court employees and the public have been notified, the Clerk of the Court and the Trial Court Administrator shall promptly begin restoring operations at one or more of the previously determined alternative sites, until such time as the regular court facilities again become available and shall coordinate their planning with the Board of County Commissioners and other local officials for the prompt restoration of judicial services following an emergency closure. The District Court Clerk will maintain a record of the date and time of the reopening of the court at the alternative location and will forward a copy of that record to the Idaho Supreme Court, the Administrative District Judge, and to the Trial Court Administrator as soon as possible, along with the Order of Emergency Closure. The Clerk will also inform the broadcast media of the reopening at the alternative location.

**EMERGENCY CLOSURE PLAN
FOR THE DISTRICT COURT IN LEWIS COUNTY**

June 24, 2004

I. BEFORE THE EMERGENCY

A. Employee Contact Information. The Clerk/Auditor shall create and maintain current court employee contact information which will include home and mobile phone numbers, home email address, street address, and the name and phone number of a family member or friend as an emergency contact person. Copies of the contact information should also be provided to the Chief Deputy for court operations, the Trial Court Administrator, and to any other officers or employees deemed appropriate. The Clerk/Auditor and Chief Deputy for court operations should keep a current copy of this information at their homes, to facilitate employee contact in the event of an emergency outside of normal business hours.

B. Computer Back-ups. The location for off-site storage of regularly updated computer back-ups of court data and the name and telephone number of the contact persons with access to the storage is as follows:

Location: 404 Halliday St., Craigmont, Idaho
Contact Person: Gay Miller, 208-937-2251 (o) 208-924-5376(h)

C. Necessary Forms. The location for off-site storage of current forms that would be necessary to resume court operations in a non-computerized environment and the name and telephone number of the contact persons with access to the storage site is as follows:

Location: 911 2nd Avenue, Nezperce, Idaho
Contact Persons: Cathy Larson, 208-936-2661 (o) 208-937-2281 (h)

D. Evacuation Plan. The District Court shall be evacuated as needs be, in conformity with the Emergency Plan For Lewis County.

E. Public Information Current information relating to an emergency closure and/or the subsequent reopening of the courthouse will be broadcast on the following radio stations and television station.

KORT 1230 AM, 92.7 FM
KLER 1300 AM, 95.3 FM
KOZE 950 AM
KLEW TV Ch 3

F. Alternate Location. If the courthouse were to be closed due to an emergency, court operations could be conducted on a limited basis at the American Legion Hall, Maple and 5th Streets, Nezperce Idaho.

II. DURING THE EMERGENCY

A. Emergency During Working Hours. If time permits, an order to close the court and its offices shall be obtained from the administrative district judge or designee judge before shutting down court operations. If the threatened risk is imminent however, court operations will be suspended immediately and all persons shall be evacuated from the building according to the Lewis County evacuation plan, and the Administrative District Judge or designee will be contacted as soon as possible after the evacuation. The District Court Clerk will maintain a record of the date and time of any emergency closure of the court and will promptly forward a copy of that record to the Idaho Supreme Court, the Administrative District Judge, to the Trial Court Administrator, and to the broadcast media listed above.

B. Emergency Outside of Working Hours. If the emergency that makes the court facilities unsafe, inaccessible or otherwise unusable occurs after ordinary business hours, and if time permits, the Administrative District Judge or designee should be contacted to order the closure of the Court prior to contacting employees or the broadcast media. Otherwise, all court employees should be immediately notified not to come into work and the public notified through the broadcast media of the court's closure. The District Court Clerk will maintain a record of the date and time of the closing of the court, and will promptly forward a copy of that record to the Idaho Supreme Court, the Administrative District Judge, and to the Trial Court Administrator. The Clerk shall also be responsible for contacting the Administrative District Judge and obtaining a written order of emergency closure at the earliest practicable opportunity. Finally, the Clerk shall notify the broadcast media of the closing.

III. AFTER THE EMERGENCY

A. Restoring Operations where Courtrooms and Offices are Accessible. The Clerk and Trial Court Administrator will coordinate with the Board of County Commissioners and other local officials to promptly restore services. When the emergency or threatened emergency has passed and facilities are again available, the Clerk will record of the date and time of the reopening of the court and will forward a copy of that record to the Idaho Supreme Court, the Administrative District Judge, and to the Trial Court Administrator as soon as possible, along with the Order of Emergency Closure. The Clerk will also notify the broadcast media.

B. Restoring Operations Where Courtrooms and Offices are Inaccessible. When the emergency or threatened emergency has passed and it has been determined that the existing court facilities are unsafe or otherwise unavailable, and court employees and the public have been notified, the Clerk of the Court and the Trial Court Administrator shall promptly begin restoring operations at one or more of the previously determined alternative sites, until such time as the regular court facilities again become available; and shall coordinate their planning with the Board of County Commissioners and other local officials for the prompt restoration of judicial services following an emergency closure. The District Court Clerk will maintain a record of the date and time of the reopening of the court at the alternative location and will forward a copy of that record to the Idaho Supreme Court, the Administrative District Judge, and to the Trial Court Administrator as soon as possible, along with the Order of Emergency Closure. The Clerk will also inform the broadcast media of the reopening at the alternative location.

**EMERGENCY CLOSURE PLAN
FOR THE DISTRICT COURT IN NEZ PERCE COUNTY**

June 24, 2004

I. BEFORE THE EMERGENCY

A. Employee Contact Information. The Clerk/Auditor shall create and maintain current court employee contact information which will include home and mobile phone numbers, home email address, street address, and the name and phone number of a family member or friend as an emergency contact person. Copies of the contact information should also be provided to the Chief Deputy for court operations, the Trial Court Administrator, and to any other officers or employees deemed appropriate. The Clerk/Auditor and Chief Deputy for court operations should keep a current copy of this information at their homes, to facilitate employee contact in the event of an emergency outside of normal business hours.

B. Computer Back-ups. The location for off-site storage of regularly updated computer back-ups of court data and the name and telephone number of the contact persons with access to the storage is as follows:

Location:	Brammer Building, Magistrate Chambers		
Contact Persons:	Patty Weeks	799-3020 (o)	208-924-6442 (h)
	Shellie Roe	799-3042 (o)	509-758-2239 (h)

C. Necessary Forms. The location for off-site storage of current forms that would be necessary to resume court operations in a non-computerized environment and the name and telephone number of the contact persons with access to the storage site is as follows:

Location:	Brammer Building, Exhibit Room		
Contact Persons:	Patty Weeks	799-3020 (o)	208-924-6442 (h)
	Shellie Roe	799-3042 (o)	509-758-2239 (h)

D. Evacuation Plan. The District Court shall be evacuated as needs be, in conformity with the Comprehensive Emergency Response Plan For Nez Perce County Government Facilities

E. Public Information Current information relating to an emergency closure and/or the subsequent reopening of the courthouse will be broadcast on the following radio stations and television station.

KOZE FM 96.5, KRLC AM 1350, KATW FM 101.5, KVAB FM 102.9,
KVTY FM 105.1, KMOK FM 106.9, KLEW TV Ch 3.

F. Alternate Location. If the courthouse were to be closed due to an emergency, court operations could be conducted on a limited basis out of the Agenda Meeting Room in the Brammer Building, the Nez Perce County Fairgrounds and/or the Lewiston Community Center.

II. DURING THE EMERGENCY

A. Emergency During Working Hours. If time permits, an order to close the court and its offices shall be obtained from the administrative district judge or designee judge before shutting down court operations. If the threatened risk is imminent however, court operations will be suspended immediately and all persons shall be evacuated from the building according to the Comprehensive Emergency Response Plan for Nez Perce County, and the Administrative District Judge or designee will be contacted as soon as possible after the evacuation. The District Court Clerk will maintain a record of the date and time of any emergency closure of the court and will promptly forward a copy of that record to the Idaho Supreme Court, the Administrative District Judge, to the Trial Court Administrator, and to the broadcast media.

B. Emergency Outside of Working Hours. If the emergency that makes the court facilities unsafe, inaccessible or otherwise unusable occurs after ordinary business hours, and if time permits, the Administrative District Judge or designee should be contacted to order the closure of the Court prior to contacting employees or the broadcast media. Otherwise, all court employees should be immediately notified not to come into work and the public notified through the broadcast media of the court's closure. The District Court Clerk will maintain a record of the date and time of the closing of the court, and will promptly forward a copy of that record to the Idaho Supreme Court, the Administrative District Judge, and to the Trial Court Administrator. The Clerk shall also be responsible for contacting the Administrative District Judge and obtaining a written order of emergency closure at the earliest practicable opportunity. Finally, the Clerk shall notify the broadcast media of the closing.

III. AFTER THE EMERGENCY

A. Restoring Operations where Courtrooms and Offices are Accessible. The Clerk and Trial Court Administrator will coordinate with the Board of County Commissioners and other local officials to promptly restore services. When the emergency or threatened emergency has passed and facilities are again available, the Clerk will record of the date and time of the reopening of the court and will forward a copy of that record to the Idaho Supreme Court, the Administrative District Judge, and to the Trial Court Administrator as soon as possible, along with the Order of Emergency Closure. The Clerk will also notify the broadcast media.

B. Restoring Operations Where Courtrooms and Offices are Inaccessible. When the emergency or threatened emergency has passed and it has been determined that the existing court facilities are unsafe or otherwise unavailable, and court employees and the public have been notified, the Clerk of the Court and the Trial Court Administrator shall promptly begin restoring operations at one or more of the previously determined alternative sites, until such time as the regular court facilities again become available; and shall coordinate their planning with the Board of County Commissioners and other local officials for the prompt restoration of judicial services following an emergency closure. The District Court Clerk will maintain a record of the date and time of the reopening of the court at the alternative location and will forward a copy of that record to the Idaho Supreme Court, the Administrative District Judge, and to the Trial Court Administrator as soon as possible, along with the Order of Emergency Closure. The Clerk will also inform the broadcast media of the reopening at the alternative location.