

IN THE CIRCUIT COURT OF THE 16TH  
JUDICIAL CIRCUIT OF THE STATE OF  
FLORIDA IN AND FOR MONROE COUNTY

ADMINISTRATIVE ORDER 11.012/24-1  
**AMENDED**

IN RE:

EMERGENCY PREPAREDNESS  
\_\_\_\_\_:

**WHEREAS**, on May 17, 2002, Chief Justice Charles T. Wells established a target date of not later than July 1, 2003 for each trial and appellate court to finalize its Court Emergency Preparedness Plan; and

**WHEREAS**, in compliance with the Chief Justice's directive that the *Final Report of the Florida Supreme Court Workgroup on Emergency Preparedness* is to serve as the foundation for the development of emergency preparedness plans in every Florida court; and

**WHEREAS**, the workgroup's final report recommends that the Chief Judge should designate by written order, the judge or court officer who has authority to decide if court proceedings will be curtailed during his/her absence; and

**WHEREAS**, the workgroup's final report recommends that the Chief Judge should appoint a Safety Officer and alternate for each court facility within the district or circuit who will be given authority to evacuate a court facility if it is determined that a threat is imminent and the safety of the public and court personnel requires immediate action;

**NOW, THEREFORE**, pursuant to Administrative Order Number SC01-54 of the Florida Supreme Court and in accordance with the authority invested in the Chief Judge by Rule 2.215, *Florida Rules of Judicial Administration*, it is **ORDERED**:

- I. *The Florida State Court System, Sixteenth Judicial Circuit, Emergency Preparedness Plan* dated June 2003 is approved. All policies and procedures included therein are to be complied with in every respect.
- II. The circuit's *Emergency Preparedness Plan* shall be updated as needed but no less than annually during the month of June.
- III. The Acting Chief Judge, followed by the Duty Judge, has the authority to decide if court proceedings will be curtailed, in the event the Chief Judge is unable to exercise his/her authority in this regard.

Doc # 2475512 Bk# 3293 Pg# 1846  
Recorded 9/23/2024 3:23 PM Page 1 of 2

Filed and Recorded in Official Records of  
MONROE COUNTY KEVIN MADOK, CPA

- IV. Safety Officers and their alternates are appointed for the Freeman Justice Center, the Marathon Courthouse, the Plantation Key Government Center and the Pretrial Services Offices at the DJJ Building on Stock Island and are listed in the Sixteenth Judicial Circuit's Emergency Preparedness Plan. The Safety Officers or their alternates are authorized to evacuate the designated court facility if it is determined that a threat is imminent, and the safety of the public and court personnel requires immediate action.

Administrative Orders 11.012 10-1, *Emergency Preparedness* is rescinded upon date of execution below.

16<sup>th</sup> DONE AND SIGNED in Chambers, at Plantation Key, Monroe County, Florida, this  
day of September, 2024

  
\_\_\_\_\_  
Bonnie J. Helms  
Chief Judge