

**ADMINISTRATIVE ORDER NO. 2009-02**  
**22<sup>ND</sup> JUDICIAL CIRCUIT**  
**McHENRY COUNTY, ILLINOIS**

**ORDER ESTABLISHING EMERGENCY PREPAREDNESS COMMITTEE**

**Whereas**, the Circuit Court of the 22<sup>nd</sup> Judicial Circuit, McHenry County, Illinois (Circuit Court) is a separate and coequal branch of government in McHenry County, Illinois, which provides needed and necessary governmental services to the citizens of McHenry County;

**Whereas**, in the time of an emergency, the government must continue to provide necessary services to support society;

**Whereas**, the Administrative Office of the Illinois Courts and the Illinois Supreme Court has required all of the Circuit Courts of Illinois to develop a continuity of operations plan to ensure continued operation in the time of an emergency;

**Whereas**, the continuity of operations plans are to be completed prior to December 31, 2010;

**Whereas**, the Circuit Court and the Circuit Court Clerk for the 22<sup>nd</sup> Judicial Circuit, McHenry County, Illinois (Clerk of Court) are reliant upon each office in order to conduct the business of the court and it is mutually beneficial to create a single continuity of operation plan for both offices;

**Therefore, be it resolved**, the Circuit Court, in collaboration with the Clerk of Court, shall complete a continuity of operations plan in compliance with the Supreme Court of Illinois and the Administrative Office of the Illinois Courts;

**Be it further resolved**, that the 22<sup>nd</sup> Judicial Circuit Court Emergency Preparedness Committee is hereby established by order of the Chief Judge. This committee is hereby charged with the research, preparation and distribution of the Circuit Court's continuity of operations plan. This committee shall include the following individuals:

- Chief Judge (Chair)
- Presiding Judges of the 22<sup>nd</sup> Judicial Circuit
- Trial Court Administrator - Will attend all continuity of operations committee and subcommittee meetings
- Assistant Trial Court Administrator
- Administrative Assistant to the Chief Judge
- Jury Commission Supervisor
- Clerk of the Circuit Court for the 22<sup>nd</sup> Judicial Circuit
- Director of Probation and Court Services
- Chief of Security
- Information Technology Personnel
- Emergency Management Personnel

**Be it further resolved**, that the 22nd Judicial Circuit Court Emergency Preparedness Committee will also include sub-committees to review and prepare specific portions of the continuity of operations plan. These subcommittees will include, but not be limited to:

- Activation and Relocation Committee
  - Responsibilities include: policy and procedure for activation, identification of essential functions, draft emergency operational orders, forms, order of succession, delegation of authority policy
- Alternate Site Operations Committee
  - Responsibilities include: identification of secondary facilities, policy for activation of data information systems and equipment, evaluation of staffing requirements
- Recovery and Reconstitution Committee
  - Responsibilities include: policy for returning to normal operations post emergency, staffing issues, IT recovery systems, voice and data communications, re-establishing mail service
- Communications Committee
  - Responsibilities include: identification of information officer, policy and procedure for both internal and external communications, gathering of media contact information, identifying methods of communication during the emergency

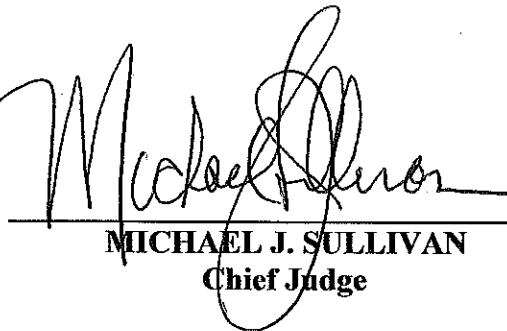
Each sub-committee shall appoint a chairman who will be responsible for ensuring the sub-committee completes the necessary work in a timely manner. The chairman of the subcommittees shall hold regular meetings with the committee members and establish timelines for completion. Members of the sub-committees shall be appointed by the chair of the subcommittee with the approval of the Chief Judge or the Clerk of Court.

If it is necessary for additional sub-committees, they shall be established at the proper time by order of the Chief Judge.

**IT IS SO ORDERED.**

DATED: \_\_\_\_\_

July 9, 2009



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MICHAEL J. SULLIVAN  
Chief Judge