

ALASKA COURT SYSTEM  
OFFICE OF THE ADMINISTRATIVE DIRECTOR  
ADMINISTRATIVE BULLETIN NO. 49

TO: ALL HOLDERS OF ADMINISTRATIVE BULLETIN SETS:

Area Court Administrators	Presiding Judges
Clerk of the Appellate Courts	Senior Staff
Third District Rural Training Assistant	Administrative Associate
Full-Time Clerks of Court	Rural Court Analyst
Magistrates at locations with no full-time clerk	
Law Libraries at Anchorage, Fairbanks, Juneau & Ketchikan	

SUBJECT: EMERGENCY PLANNING

Each court location shall develop an emergency plan to inform employees of procedures to be followed in the event of a fire, earthquake, bomb threat or medical emergency. The plan is to include the following items:

- 1.Key steps to be followed in different types of emergencies, including who should be notified and how.
- 2.Designation of the person in charge of the building who has the authority to make decisions regarding evacuation of the building. Where appropriate this designation should include at least one or two backup persons to deal with emergencies in the absence of the person in charge. Larger courts should also designate a person or persons who will be responsible for particular areas or floors during emergencies. These persons would be responsible for making sure that offices and restrooms are empty before evacuating the building. Someone should also be assigned to each entrance to make certain that the building is not reentered until it is safe to do so.
- 3.Floor plans that show primary and secondary escape routes and designated assembly point. These floor plans are to be posted in locations accessible to employees and the public.
- 4.A method of accounting for employees following an evacuation which designates an assembly area or areas and assigns one or more persons responsibility for checking on which employees have left the building and determining which employees might still be in the building.

Dated: \_\_\_\_\_

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Arthur H. Snowden, II  
Administrative Director