

**IN THE COURTS OF THE FIRST JUDICIAL CIRCUIT  
IN AND FOR OKALOOSA COUNTY, FLORIDA**

**ADMINISTRATIVE DIRECTIVE OCAD 2005-11**

**IN RE:           RULES GOVERNING USE OF COURT FACILITIES (CRESTVIEW  
COURTHOUSE & SHALIMAR COURTHOUSE ANNEX) DURING  
TIMES OF EMERGENCY**

Neither Okaloosa County Crestview Courthouse nor Shalimar Courthouse Annex has been declared an official shelter. The roofs are not reinforced and these facilities have not been designated as public shelters by proper authorities.

Due to security concerns and confusion, which may arise during an emergency concerning the use of courthouse facilities, the following rules have been implemented:

1. Employees and their family members may use their own workspace for a “shelter.” For example: judges, magistrates, and their assistants may use their chambers as a “shelter.” Court Administration staff can use the Court Administration area for “shelter.”
2. Any other areas, such as courtrooms, jury rooms, conference rooms, etc. will be reserved for use by emergency personnel. If an employee has an emergency need for additional space (other than their immediate work area), the request will need to be reviewed by the Administrative Judge.
3. We had a problem during Hurricane Ivan with individuals leaving areas at the Annex in a state of disarray. When you leave the Annex to return home, take all your belongings with you. Put furniture back in its original place.
4. Family members and employees who are not part of the EOC information loop should not be in the courtrooms, EOC or back hallways; these are **RESTRICTED AREAS**.
5. Children shall be under parental control at all times.
6. Pets shall not be allowed.
7. No alcoholic beverages are to be on the premises.
8. It is anticipated the Coffee Shop will not be operating during an emergency. You will be responsible for providing your own food and drink.

All persons taking refuge at these facilities as a “shelter” shall sign in at the Okaloosa County Sheriff’s Office front desk. A sign-in book shall be provided for this purpose.

Court Administration's primary line 850-651-7497 will carry "Public Information" regarding closures, temporary relocations, etc.

The provisions of this Order shall be effective immediately.

DONE AND ORDERED in Shalimar, Okaloosa County, Florida, this 22<sup>nd</sup> day of August, 2005.

Signed by: Robert Barron, Administrative Judge