

IN THE CIRCUIT COURT OF THE FIFTEENTH JUDICIAL CIRCUIT
IN AND FOR PALM BEACH COUNTY, FLORIDA

ADMINISTRATIVE ORDER NO. 2.203-10/2026*

IN RE: COURT EMERGENCY MANAGEMENT GROUP

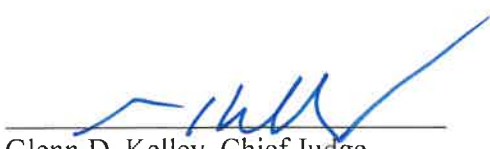
_____:

The Supreme Court desired the development of emergency preparedness/disaster recovery guidelines for the State Court System. A Fifteenth Judicial Circuit Court Emergency Management Group (CEMG), comprised of representative of Circuit Court, County Court, State Attorney, Public Defender, Clerk of Court, Sheriff and Palm Beach County Board of County Commissioners developed emergency preparedness/disaster recovery guidelines and procedures for the Fifteenth Circuit for use in the event of (1) a significant threat to the well-being of employees and the general public; i.e. terrorist acts, bomb threats, biological, environment; (2) a significant threat due to natural disasters, i.e. hurricane floods; (3) or other possible emergency situations which may occur and have an adverse impact on life and safety.

NOW, THEREFORE, pursuant to the authority conferred by Florida Rule of Judicial Administration 2.215, it is **ORDERED** as follows:

1. The Fifteenth Judicial Circuit adopts the Court's Comprehensive Emergency Management Plan ("CEMP") developed by the Court Emergency Management Group. In the event of an emergency, the Fifteenth Judicial Circuit will follow the procedures outlined in the CEMP.
2. As identified in the CEMP, training programs for judges and court personnel will be conducted on a regular basis. Such training shall include specialized training for responding to bomb threats, medical emergencies, fire alarms and biological/environmental threats.
3. The Court Emergency Management Group shall be required to meet regularly to ensure the draft emergency plan is available for presentation to the Chief Judge on or before May 1st of each year.
4. As directed by the Supreme Court and pursuant to Section 252.365, Florida Statutes, **Melissa Sotillo** shall serve as Emergency Coordinating Officer (ECO) and **Karina Rodriguez-Matzen** as the alternate Emergency Coordinating Officer, each serving as the Fifteenth Circuit's liaison with State Emergency Operations Center.

7th **DONE** and **SIGNED** in Chambers at West Palm Beach, Palm Beach County, Florida, this _____ day of October, 2026.



Glenn D. Kelley, Chief Judge

*supersedes administrative order 2.203-1/13