

IN THE COURT OF APPEALS OF MARYLAND  
ADMINISTRATIVE ORDER ON THE CLOSURE DUE TO EMERGENCIES OF  
THE STATE LAW LIBRARY

WHEREAS, Pursuant to the Maryland Constitution, Article IV § 18, and Maryland Rule 16-101(a), the Chief Judge of the Court of Appeals is granted the authority to close non-court judicial facilities in the event of an emergency; and

WHEREAS, Consistent with Maryland Rule 16-101(a)(1)(C), it may be necessary to delegate the authority to close non-court judicial facilities in instances of emergency conditions,

NOW THEREFORE, I, Mary Ellen Barbera, Chief Judge of the Court of Appeals and administrative head of the Judicial Branch, pursuant to the authority conferred by Article IV, § 18 of the Maryland Constitution and Maryland Rule 16-101(a), do this 20th day of January 2016 order as follows:

- (a) Applicability. This Order applies to the State Law Library.
- (b) Emergency Condition. Emergency Condition includes:
  - (1) Declared State of Emergency. A “Declared State of Emergency” is a disaster of such magnitude and/or scope that the welfare or safety of the citizens and court staff are seriously endangered. During a Declared State of Emergency, communications may be limited or unavailable, and a Continuity of Operations (COOP) plan may be in effect.
  - (2) Weather Related Emergency. A “Weather Related Emergency” is an event of nature that causes, or threatens to cause, serious injury, death, or extensive property damage and prevents the operation of the State Law Library. Such events include floods, fires, tornadoes, hurricanes, major winter storms, and other similar events.
  - (3) Emergency Facilities Condition. An “Emergency Facilities Condition” includes the breakdown of major systems such as electric,

- (4) HVAC, lighting, water, and sewer directly impeding the operation of the State Law Library that cannot be addressed or rectified through alternate systems or processes.
  - (5) Other Emergency Conditions. An “Other Emergency Condition” is any other condition involving the threat of imminent and severe bodily harm of individuals within the State Law Library or any other condition involving the imminent destruction of all or part of the State Law Library facility.
- (c) Considerations. Every effort should be made not to close any or all of the State Law Library unless necessary to do so and to reopen as soon as is practicable, even in a limited capacity.
- (d) Authority.
- (1) State of Emergency. In the event a State of Emergency is declared by the Governor, the Chief Judge of the Court of Appeals will determine to what extent administrative operations shall continue.
  - (2) All Other Emergency Conditions.
    - (A) For all other emergency conditions affecting operations during the normal operating hours of the Judiciary, the authority to close the State Law Library is delegated to the State Court Administrator.
    - (B) For all other emergency conditions, the authority to close the State Law Library when it is scheduled to operate beyond the normal operating hours of the Judiciary is delegated to the State Law Librarian.
    - (C) The Chief Judge of the Court of Appeals shall be informed of a closure of the State Law Library as soon as is practicable.
    - (D) The Chief Judge of the Court of Appeals retains the authority under the Constitution and Rule 16-101(a) to determine that the State Law Library will remain open or is to re-open.

- (e) Reporting Closures and Notice. So that there will be a central source of information with respect to closures, all decisions to close the State Law Library shall be communicated to the Office of Communications and Public Affairs within the Administrative Office of the Courts.

/s/ Mary Ellen Barbera  
Mary Ellen Barbera  
Chief Judge  
Court of Appeals of Maryland

Filed: January 20, 2016

/s/ Bessie M. Decker  
Bessie M. Decker  
Clerk  
Court of Appeals of Maryland