

Management Services Division

RISK MANAGEMENT

OVERVIEW

The mission of the Risk Management section is to protect the agency from loss wherever possible. The Risk Management Coordinator organizes and manages activities to ensure proper steps are taken to identify and alleviate potential risks.

Risk management activities include

- Emphasizing the importance of staff safety in agency facilities and when traveling for business.
- Studying agency history and current trends regarding risk management.
- Developing a Continuity of Operations Plan (COOP) to guide recovery after an event that disrupts normal functions of the agency.
- Working with the Department of Enterprise Services to ensure that the agency is insured appropriately.

CONTINUITY OF OPERATIONS PLAN

The first COOP for the Administrative Office of the Courts was developed in 2008. The COOP is reviewed periodically and is currently undergoing revisions designed to meet the new and changing needs of the judicial branch.

An emergency plan, separate from the COOP, directs the initial response to a major emergency situation. After the most urgent problems have been addressed, AOC leadership will activate the COOP and begin the task of resuming business activities and restoring services to the Washington State Courts.

CONTACTS:

Jan Nutting, Risk Management Coordinator
360-705-5305

Emmelyn Hart, Risk Manager
360-704-4029