

DISASTER RECOVERY PLAN FOR MUSKOGEE COUNTY SHERIFF'S OFFICE  
MUSKOGEE COUNTY OKLAHOMA

A copy of this plan is stored at: County Commissioners Office, County Services Building

POC: ANDY SIMMONS  
ADDRESS: 220 STATE STREET, MUSKOGEE OK 74401  
PHONE: 918-687-0202  
SECONDARY #: 918-869-6613

POC: GREG MARTIN  
ADDRESS: 220 STATE STREET, MUSKOGEE OK 74401  
PHONE: 918-687-0202  
SECONDARY #: 918-351-3383

POC: ART LOVIO  
ADDRESS: 220 STATE STREET, MUSKOGEE OK 74401  
PHONE: 918-687-0202  
SECONDARY #: 619-826-5368

THIS PLAN WAS CREATED ON 07/09/2019 AND MODIFIED ON 08/02/2024 TO CHANGE STATUS OF  
POINT OF CONTACTS. UPDATES ARE SCHEDULED ANNUALLY. SEE BELOW TO VERIFY MOST RECENT  
UPDATE.

DATE: 1/20/2024  
REVIEWED FOR ACCURACY BY: [Signature]  
(WHEN CHANGE IS NECESSARY, UPDATE ALL COPIES OF THIS PLAN)

DATE: \_\_\_\_\_  
REVIEWED FOR ACCURACY BY: \_\_\_\_\_  
(WHEN CHANGE IS NECESSARY, UPDATE ALL COPIES OF THIS PLAN)

DATE: \_\_\_\_\_  
REVIEWED FOR ACCURACY BY: \_\_\_\_\_  
(WHEN CHANGE IS NECESSARY, UPDATE ALL COPIES OF THIS PLAN)

DATE: \_\_\_\_\_  
REVIEWED FOR ACCURACY BY: \_\_\_\_\_  
(WHEN CHANGE IS NECESSARY, UPDATE ALL COPIES OF THIS PLAN)

DISASTER RECOVERY PLAN FOR  
MUSKOGEE COUNTY SHERIFF'S OFFICE  
MUSKOGEE OK 74401

**E-MAILED**  
1/20 11:00

### **Disaster Team Information**

The following person are designated as team members and will implement the policies set forth in this plan. This plan will be tested and updated annually, providing update is necessary. This team will notify the Treasurer's Office so that the office will become functional as soon as possible.

<b>Name</b>	<b>Title</b>	<b>Address</b>	<b>Phone Number</b>	<b>Cell Phone</b>
ANDY SIMMONS	Sheriff	220 State Street Muskogee OK 74401	918-687-0202	918-869-6613
GREG MARTIN	Undersheriff	220 State Street Muskogee OK 74401	918-687-0202	918-351-3383
ART LOVIO	CHIEF DEPUTY	220 State Street Muskogee OK 74401	918-687-0202	619-826-5368

**Relocation Information:** In the event of a natural or manmade disaster and the Sheriff's Office cannot be occupied, available space in the immediate area (appx 30 feet) with appropriate connections to provide technology necessary to operate is available. Should all offices in the annex be rendered unusable the Chairman of the Board of County Commissioners and the County Sheriff would secure adequate office space for the entire Sheriff's Office. The Emergency Management Office will be available for storage of documents.

**Computer Backups:** Backups are conducted daily by the office staff and stored at Kellpro. All in office workstations have batter backups attached that last approximately 10 minutes to give time for shutdown during normal working hours. The server, which stores main database files, has a 15 minute backup that will shut down automatically regardless of the time of day.

**Recovery Time:** The estimated recovery time to be up and running, with public access would be approximately 48 hours. This is based upon the loss of all computer equipment it would take the office staff to order, receive, load software etc. If the disaster allowed us to salvage our current server we could be up and running within 24 hours.

### **Emergency Numbers:**

County Sheriff	911 or 918-687-0202
City Police	911 or 918-683-8000
Ambulance	911 or 918-683-0108
Fire Department	911 or 918-682-1313
Highway Patrol	911 or 918-683-3256
Emergency Management	911 or 918-682-2551

Refer to page one of policy for Officers numbers

93 307 3



**Detailed Emergency Instructions:** The most critical systems in the Sheriff's Office are the Purchasing and Warrant files. These are our vital records and are all computerized. These files are backed up daily to Kellpro, New World and ODIS stored offsite.

The Sheriff's Office has some documents that are in paper form. These include purchase orders, FEMA documentation, transfer documents and grant documentation. We do have backup for these paper documents, they are vital to the functions of this office.

During an emergency all or part of this plan will be utilized depending upon the seriousness of the event at hand. The entire plan would come into play if the current building is rendered completely unusable.

**Inclement Weather:** Should local Emergency Management declare a weather emergency, usually indicated by siren, all available paperwork should be secured in the office safe, providing time to do that without risk to personal safety. If the emergency is identified as a tornado warning, all staff is to report to the bunker, where a roll of staff will be taken to ensure that all are accounted for. Should anyone be missing, notify the Commissioner immediately. A first aid kit and additional emergency supplies are stored there should they be needed. Any other weather event will be dealt with accordingly.

**Bomb Threat:** In the event of a threat of this nature, all available paperwork should be secured in the office safe, provided that be done without risk to personal safety. Exit the office building at the direction of the Mall and report to Sheriff or designee (do not lock office doors). Once staff has assembled, roll will be taken to ensure that all staff is safe. If anyone is unaccounted for, the Sheriff or designee or law enforcement should be contacted. Under no circumstances return to the building until you are told that you can by the Sheriff or designee or an Emergency Management Official of high standing in the county government.

**Fire:** In the event of fire, all available paperwork should be secured in the office safe providing that can be done without risk to personal safety. Exit the office building at the direction of the mall (do not lock office doors and use stairs during this evacuation). Once you have cleared the building, report to the parking area across from the tag office, there roll will be taken to ensure that all are safe. In the event that someone is missing, report information to the nearest available emergency responder as well as the Sheriff or designee.

**Miscellaneous Threat(s) Within the Office/Building:** Given the mission of this office, citizens will occasionally become agitated and belligerent. Any incident of this happening in office or by phone should be reported to the Sheriff or Undersheriff. If conversations by phone give rise to concern that the caller may retaliate in some way or if threatening remarks are made, notify the Sheriff and Undersheriff immediately. Authorities will be contacted and a report made on the incident. Incidents within the office should be met with opposition equal to the level of threat. You will normally know what to do in that situation ..... Use your instincts but never underestimate the situation.

**General Complaints:** Will be dealt with in much the same matter as they have been in the past and in accordance with training. Staff is not expected to expend an excessive amount of time in cases where

the citizen merely wants to vent frustration. Please show such individual into the Undersheriff's office. Belligerent individuals are disruptive and create concern for all present. It may be necessary to notify the Sheriff and/or Undersheriff to stand in. In any event, the Sheriff's Office must be contacted by phone 918-687-0202 to summon assistance. In the case of a violent customer, 911 should be notified immediately,

**REMINDER:** As per office policy

In addition to our safety recovery plan we are including a plan for securities of computers for our office. If you find that you will be away from your desk 15 minutes or more it is important that you log off your system. You are responsible for what occurs on your computer so be vigilant in complying with this rule. No one outside of the office is at liberty to use any computer except for the public use computer (if available) This may seem like an inconvenience and not necessary, but security of our systems as well as our office in general needs to be handled in such a manner that all loose ends to a possible mishap be prevented before prevention is needed.



20<sup>th</sup> day of Jan 2026  
Chairman \_\_\_\_\_  
Member \_\_\_\_\_  
Member \_\_\_\_\_  
Attest \_\_\_\_\_  
County Clerk