

2025 DISASTER RECOVERY PLAN FOR MUSKOGEE COUNTY CLERK'S OFFICE
MUSKOGEE COUNTY OKLAHOMA

A copy of this plan is stored at: County Commissioner's Office, County Services Building

POC: POLLY IRVING
ADDRESS: 400 W BROADWAY, MUSKOGEE OK 74401
PHONE: 918-682-2169
SECONDARY #: 918-781-9092

POC: SHEILA HARRISON
ADDRESS: 400 W BROADWAY, MUSKOGEE OK 74401
PHONE: 918-682-2169
SECONDARY #: 918-360-4413

POC: KYLE CAVES
ADDRESS: 400 W BROADWAY, MUSKOGEE OK 74401
PHONE: 918-682-2169
SECONDARY #: 918-441-8280

THIS PLAN WAS CREATED ON 01/04/2021 AND MODIFIED ON 10/01/2023 TO CHANGE STATUS OF
POINT OF CONTACTS. UPDATES ARE SCHEDULED ANNUALLY. SEE BELOW TO VERIFY MOST RECENT
UPDATE.

DATE: 1/17/2025
REVIEWED FOR ACCURACY BY: Polly Irving
(WHEN CHANGE IS NECESSARY, UPDATE ALL COPIES OF THIS PLAN)

DATE: _____
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27th day of Jan 2025
Chairman [Signature]
Member [Signature]
Member [Signature]
Attest Polly Irving
County Clerk

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

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.

<u>NAME</u>	<u>TITLE</u>	<u>ADDRESS</u>	<u>PHONE #</u>	<u>CELL #</u>
Polly Irving	County Clerk	400 W Broadway, Muskogee OK 74401	918-682-2169	918-781-9092
Sheila Harrison	Chief Deputy	400 W Broadway, Muskogee OK 74401	918-682-2169	918-360-4413
Kyle Caves	2 nd Deputy	400 W Broadway, Muskogee OK 74401	918-682-2169	918-441-8280

Relocation Information: In the event of a natural or manmade disaster and the County Clerk's Office cannot be occupied, available space in the immediate area (approximately 30 feet) with appropriate connections to provide the 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 Clerk would secure adequate office space for the entire County Clerk's Office. The Emergency Management Office will be available to store documents.

Computer Backups: The office staff conducts backups daily and stores them at Kellpro. All in-office workstations have battery backups attached that last approximately 10 minutes to give time for shutdown during normal working hours. The server, which stores the 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, which would take the office staff time 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 the policy for Officers' numbers

Detailed Emergency Instructions: The most critical systems in the County Clerk's Office are the Purchasing and Employee files. These are our vital records and are all computerized. These files are backed up daily to Kellpro.

The County Clerk'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 on 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 a 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 are 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 if they are 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 the County Clerk or Designee (**do not lock office doors**). Once staff has assembled, a roll call will be conducted to ensure that all staff is safe. If anyone is unaccounted for, the County Clerk, Designee, or law enforcement should be contacted. Under no circumstances, no one is to return to the building until you are told that you can by the County Clerk, Designee, or Emergency Management Official of high standing in the county government.

Fire: In the event of a 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 in 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, a roll call will be conducted to ensure that all staff is safe. If someone is missing, report information to the nearest available emergency responder as well as the County Clerk 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 the office or by phone should be reported to the County Clerk or Designee. If conversations by phone give rise to concern that the caller may retaliate in some way or if threatening remarks are made, notify the County Clerk or Designee 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: These will be dealt with in much the same manner as they have been in the past and per 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 an individual to the County Clerk's office. Belligerent individuals are disruptive and create concern for all present. It may be necessary to notify the County Clerk and/or Designee to stand in. In any event, the Sheriff's Office must be contacted by

phone at 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 for 15 minutes or more you must 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 the 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.