(Muskogee)

STATE OF OKLAHOMA
MUSKOGEE COUNTY
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POLLY IRVING
COUNTY CLERK

DISASTER RECOVERY PLAN FOR MUSKOGEE COUNTY District 2
MUSKOGEE COUNTY, OKLAHOMA

A copy of this plan is stored at:

POC: Keith Hyslop
Address: 1300 S. Cherokee Street Muskogee Oklahoma 74403
Phone #: 918-682-7101
Secondary #:

POC: Shannon Harris
Address: 1300 S. Cherokee Street Muskogee Oklahoma 74403
Phone #: 918-682-7101
Secondary #:

POC: Neda Peyton
Address: 1300 S. Cherokee Street Muskogee Oklahoma 74403
Phone #: 918-682-7101
Secondary #:

POC: Cory Barnes
Address: 1300 S. Cherokee Street Muskogee Oklahoma 74403
Phone #: 918-682-7101
Secondary #:

POC:
Address:
Phone #:
Secondary #:

This plan was created on 5/30/2013 and modified on same.
Updates are scheduled annually. See below to verify most recent update.

Date: 1-12-24
Reviewed for accuracy by: Keith Hyslop
(When change is necessary, update all copies of this plan)

Date: 1-12-24
Reviewed for accuracy by: Shannon Harris
(When change is necessary, update all copies of this plan)

Date: 1-12-24
Reviewed for accuracy by: Neda Peyton

26th day of Aug 2024
Chairman [signature]
Member Keith Hyslop
Member [signature]
Attest [signature]
County Clerk

COUNTY OF MUSKOGEE
STATE OF OKLAHOMA

(When change is necessary, update all copies of this plan)

Date: 1-12-2024
Reviewed for accuracy by: Cory Barnes
(When change is necessary, update all copies of this plan)

Disaster Recovery Plan for
Muskogee County District #2
Muskogee Ok.

Disaster Team Information

The following persons 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 staff so that the office will become functional as soon as possible.

Name	*Title*	*Address*	*Phone #*	*Cell #*
Keith Hyslop	Commissioner	1300 S. Cherokee St. Muskogee Ok 74403	918-682-7101	
Neda Peyton	Administrative Assistant	1300 S. Cherokee St. Muskogee Ok 74403	918-682-7101	918-360-0088
Shannon Harris	Road Foreman	1300 S. Cherokee St. Muskogee Ok 74403	918-682-7101	

Relocation Information: In the event of a natural or manmade disaster and the District #2 Office cannot be occupied, available space in the immediate area (approx. 30 feet) with appropriate connections to provide the technology necessary to operate will be leased. Should all offices in the annex be rendered unusable the Chairman of the Board of County Commissioners and the County Commissioner would secure adequate office space for the entire District #2 county 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 battery 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:	918-687-0202
City Police:	911 or 918-683-8000
Ambulance:	911 or 918-683-0108
Fire Dept:	911 or 918-682-1313
Highway Patrol:	918-683-3256
Emergency Management:	918-682-2551

Refer to page one of policy for Officers numbers.

Detailed Emergency Instructions:

The most critical systems in the District #2 Office are the purchasing files. These are our vital records and are all computerized. These files are backed up daily to Kelpro and stored offsite at Kelpro.

The District #2 Office has some documents that are in paper form. These include purchase order, FEMA documentation and transfer document. We have do have backup for these paper documents, although 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 monies should be secured in the office safe, providing time to do that without risk to personal safety. If emergency is identified as a tornado warning, all staff is to report to 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 monies should be secured in the office safe, providing that be done without risk to personal safety. Exit the office building at the direction of the entrance gate and report to commissioner (**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 commissioner or law enforcement should be contacted. Under no circumstance return to the building until you are told that you can by the Emergency Management Official of high standing in the county government.

*Fire: In the event of fire, all available monies 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 entrance gate (**do not lock office doors and use stairs during this evacuation, do not use elevator**). Once you have cleared the building, report to entrance gate. 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 commissioner.

*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 commissioner. If conversations by phone give rise to concern that the caller may retaliate in some way or if threatening remarks are made, notify the commissioner 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 manner as they have been in the past and in accordance with the 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 Commissioner's office. Belligerent individuals are disruptive and create concern for all present. It may be necessary to notify the commissioner / road foreman 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.

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