

STATE OF OKLAHOMA
MUSKOGEE COUNTY
FILED OR RECORDED

DISASTER RECOVERY PLAN FOR MUSKOGEE COUNTY COURT CLERK
MUSKOGEE COUNTY, OKLAHOMA 2024 JUL -1 PM 12: 25

POLLY IRVING
COUNTY CLERK

A copy of this plan is stored at: County Clerk's Office 400 W. Broadway, Muskogee, OK
Muskogee Emergency Management 220 State Street, Muskogee, OK

POC: Management Information Services (Aaron DeLeon)
Address: 2100 N. Lincoln Blvd., Ste 3, Oklahoma City, OK 73105
Phone #:1-877-532-0114
Secondary #: 405-556-9800

POC: KellPro – Tim Keller
Address:101 S. 15th, Duncan, OK 73533
Phone #: 888-535-5776
Secondary #: 918-580-736-4330 (Julie Patrick)

POC: Studie Office Systems (Andy Studie)
Address: 7810 E. 136th St. N, Collinsville, OK 74021
Phone #:918-607-0066
Secondary #:

POC: OME Corp. (Oklahoma Mailing)
Address: 5121 S. Garnett Rd., #F, Tulsa, OK 74146
Phone #:918-664-2588
Secondary #:

POC: American Stamp – Mark Skiver – 479-651-0072 800-872-7849
POC: Mid West Printing – Howard Seay – 800-375-3494
POC: Five Star Office Supply – 918-682-7777
Secondary #: Randall Jaquez – 918-869-6483

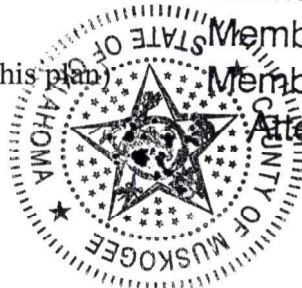
This plan was created on March 4, 2014 and modified July 1, 2024.
Updates are scheduled annually. See below to verify most recent update.

Date: July 1, 2024
Reviewed for accuracy by: Robyn Baswell
(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: _____

8th day of July 2024
Chairman [Signature]
Member [Signature]
Member [Signature]
Attest [Signature]
County Clerk



E-MAILED
7/8 9:46a
Robyn

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 Court Clerk
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 #
Robyn Boswell	Court Clerk			9188692077
Melody Davis	1 st Deputy			9183489327
Meagan Coates	2 nd Deputy			9189131816

Relocation Information: In the event of a natural or manmade disaster and the Court Clerk's Office cannot be occupied, available space in the immediate area (approx. 1500 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 _____ would secure adequate office space for the entire _____ county office. The Civic Center will be available for storage of documents.

Computer Backups:

Backups are conducted daily by the Administrative Office of the Courts, Management Information Services (MIS) and stored in Oklahoma City. 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 shutdown automatically regardless of the time of day. Aaron DeLeon with MIS, handles our computer equipment and software. Our systems are backed up daily with MIS.

Recovery Time:

The estimated recovery time to be up and running, with public access would be approximately 1 week. This is based upon the loss of all computer equipment it would take MIS to order, receive, load software, etc. If the disaster allowed us to salvage our current server we could be up and running within 48 hours.

Muskogee County Court Clerk
Muskogee, Oklahoma

APPROVED

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 Court Clerk's Office are the District Court files. These are our vital records and are all computerized. These files are backed up daily to server and stored offsite at Administrative Office of the Courts, Oklahoma City, located at 2100 N Lincoln.

The Court Clerk's Office Office has some documents that are in paper form. These include all court records pre-2003. We 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. The Court Clerk or should lock doors behind them. If the emergency is identified as a tornado warning, all staff is to report to the basement of the County Courthouse, where a roll of staff will be taken to ensure that all are accounted for. Should anyone be missing, notify the Court Clerk or Sheriff's Department 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 Court Clerk or Sheriff Department(s) and report to the warehouse file storage building (**do not lock office doors**). Should the courthouse be declared unsafe, report to the entrance of Arrowhead Mall. Once staff has assembled, roll will be taken to ensure that all staff is safe. If anyone is unaccounted for, the Court Clerk, Supervisor(s), or law enforcement should be contacted. Under no circumstance return to the building until you are told that you can by the Sheriff's Department, Court Clerk or an 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 Court Clerk or Sheriff Department (**do not lock office doors and use stairs during this evacuation, do not use elevator**). Once you have cleared the building, report to warehouse file storage building on 4th Street. 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 Court Clerk and/or Sheriff's Department.

*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 Court Clerk and Supervisor(s). If conversations by phone give rise to concern that the caller may retaliate in some way or if threatening remarks are made, notify the Court Clerk and Supervisor(s) 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 summons the Court Clerk or Supervisor to the front office. Belligerent individuals are disruptive and create concern for all present. It may be necessary to notify the Court Clerk and/or Court Security 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, notify the Sheriff 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 manor that all loose ends to a possible mishap be prevented before prevention is needed.