

**FY2025 DISASTER RECOVERY PLAN FOR MUSKOGEE COUNTY TREASURER
MUSKOGEE COUNTY, OKLAHOMA**

MUSKOGEE COUNTY
FILED OR RECORDED

2024 JUL 19 AM 10:16

POLLY IRVING
COUNTY CLERK

Effective July 1, 2024

A copy of this plan is stored at:

Shelly Sumpter
Muskogee County Treasurer
400 W. Broadway, Rm 220
Muskogee, OK 74401
918-869-2945

Sarah Hernandez, 1st Deputy
Muskogee County Treasurer
400 W. Broadway, Rm 220
Muskogee, OK 74401
918-282-2878

Jessica Smith, Office Manager
Muskogee County Treasurer
400 W. Broadway, Rm 220
Muskogee, OK 74401
918-869-9016

Firststar Bank
510 N. Main Street
Muskogee, OK 74401
918-681-1650

Jeff Smith
Emergency Management
220 State Street
Muskogee, OK 74403
918-348-5014



29th day of July 2024
Chairman _____
Member _____
Member _____
Attest _____
Polly Irving
County Clerk

This plan was created on July 11, 2019. Updates are scheduled annually.

Date: 7/8/24
Reviewed for accuracy by: Shelly Sumpter, Treasurer

Date: 7/10/24
Reviewed for accuracy by: Jessica Smith, Office Manager

Disaster Recovery Plan for
Muskogee County Treasurer's Office
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.

Relocation Information:

In the event of a natural or manmade disaster and the Treasurer's Office cannot be occupied, available space in the immediate area (approx. 800 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 Treasurer would secure adequate office space for the entire county office annex. The county barns will be available for storage of documents.

Computer Backups:

Backups are conducted by TM Consulting and weekly backups are stored at Firststar Bank, (as of 11/01/2012), 510 N. Main Street, 918-681-1650. A tape is kept there at all times. 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. Tom Martens with TM Consulting, handles our computer equipment and software. Our systems are backed up daily with TM in Enid Oklahoma and offshore on the east coast with Carbonite.

Recovery Time:

The estimated recovery time to be up and running, with public access would be approximately one to two weeks. This is based upon the loss of all computer equipment it would take the one to two weeks to order, receive, load software, etc. If the disaster allowed us to salvage our current server we could be up and running within 48 to 72 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 officer numbers.

Detailed Emergency Instructions:

The most critical systems in the Treasurer's Office are the tax rolls and bookkeeping files. These are our vital records and are all computerized. These files are backed up daily to magnetic tapes and stored offsite at the Firststar Bank (as of 11/01/2012), located at 501 N. Main in Muskogee, Ok, tapes are also taken on a weekly basis to the bank. TM Consulting in Enid Ok, as well as offshore on the east coast with Carbonite.

The Treasurer's Office has documents that are in paper form. These include indemnity bonds, certificates, and resale records. We have no 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 Chief or First Deputy should collect the backup tape and exit the office, locking doors behind them. If emergency is identified as a tornado warning, all staff is to report to the basement of the County Services Building (entrance to treasurer's storage) where a roll of staff will be taken to ensure that all are accounted for. Should anyone be missing, notify the Treasurer or a law enforcement office 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. The Chief or First Deputy should collect the backup tape. Exit the office building at the direction of the Treasurer or senior deputy(s) and report to the lobby of the Arrowhead Mall located at 501 N Main St. 918-682-4106, at once (**do not lock office doors**). Should the Mall be declared unsafe, report to the entrance of the City Hall located at 229 W. Okmulgee, 918-682-6602. Once staff has assembled, roll will be taken to ensure that all staff is safe. If anyone is unaccounted for, the Treasurer, senior deputy(s), or law enforcement, should be contacted. Under no circumstance shall you return to the building until you are told that you can by the Treasurer, senior deputy(s) or an Emergency Management Official of high standing in the city/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. The Chief or First Deputy should collect the backup tape. Exit the office building at the direction of the Treasurer or senior deputy(s) (**do not lock office doors and use stairs during this evacuation, do not use elevator**). Once you have cleared the building, report to the corner of Fourth and Court Streets. There, roll will be taken to ensure that

all are safe. In the event that someone is missing, report information to the nearest available firefighter.

Miscellaneous Threat(s) Within the Office/Building:

Given the mission of this office, tax payers, will occasionally become agitated and belligerent. Any incident of this happening in office or by phone, should be reported to the Treasurer and Senior Deputy(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 Treasurer and Senior Deputy(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 deputy's training. Staff is not expected to expend an excessive amount of time in cases where the customer merely wants to vent frustration. Please show such customer into the Treasurer's office. Belligerent customers are disruptive and create concern for all present. It may be necessary to notify the Treasurer and/or Senior deputy 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.

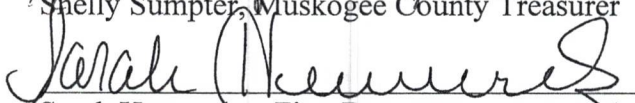
REMINDER:

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 in the front lobby, which may be pulled at any time. This may seem like a 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.

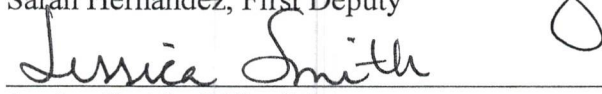
Date: 7/8/24


Shelly Sumpter, Muskogee County Treasurer

Date: 7/10/24


Sarah Hernandez, First Deputy

Date: 7/10/24


Jessica Smith, Office Manager