

Duval County Appraisal District

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www.duvalcad.org

Disaster Policy

Introduction

No policy can adequately plan for every possible disaster. The type of disaster and time in the appraisal calendar will have an effect on planning. This list will assist to ascertain the magnitude of the disaster and then take the best steps to minimize the damage and get Appraisal District services to the pre-disaster levels as quickly as possible.

Types of Disasters

Many types of disasters occur in the workplace. Some of the most prevalent are:

Internal

- Theft
- Data loss

Environmental

- Fire
- Hurricane

Preparation and recovery

Internal disasters may be mitigated through management and oversight. Theft will be lessened by quality control, adherence to personnel policies and employee bonding.

Data loss may be reduced with proactive measures such as virus software (Trend Micro) along with daily data backups. The Duval County Appraisal District (DCAD) maintains six months of backups that are maintained by BIS Consulting, Corp. Multiple months allow for the recovery of data in case the system becomes corrupted.

The environmental disasters most likely to occur in the rural county of Duval are fire and hurricanes. Fire extinguishers are located within the building.

Annual meetings are held with employees to reinforce fire safety and evacuation plans. Meetings with employees should occur at least once per calendar year to discuss evacuation routes. DCAD maintains insurance for the building and insurance on contents.

Hurricanes may allow time for more mitigation. The primary concerns are the protection of:

- 1) People
- 2) Property
- 3) The database.

DCAD will work to secure the property in advance of the storm. All personal property should be secured from wind and water damage.

Multiple backups of the database shall be created prior to the impending storm.

Testing

Multiple month backup will allow for testing for possible corrupted data. Trend Micro should be installed to protect the restored data from viruses.

The Chief Appraiser will secure (if possible) and be responsible for the office computer server. If an evacuation is required he/she will evacuate these items from the building.

Time lost

An evaluation to determine the length of time that it will take to restore services at the Appraisal District to the pre-disaster level should be undertaken:

- (A.) Short term – under two days (48 hours)
- (B.) Intermediate – three days to a week
- (C.) Long term – over one week

Factors to be considered in this evaluation are:

- (A) Personnel
- (B) Utilities
- (C) Computer input and output devices
- (D) Demand for services.

Relocation of Appraisal District offices if services unable to be restored within one week

- (A.) Within City (Problem with existing building)
- (B.) Out of County (Widespread flooding or Hurricane)

Insurance

Various forms of insurance have been employed by the District. Those include employee bonding, property insurance and windstorm insurance. DCAD carries property insurance and windstorm on the building and the contents on fire and windstorm.

Notification of Personnel by Chief Appraiser

The Chief Appraiser will notify the following people/organizations as to the status of the disaster.

- (A.) Board of Directors including the Tax Assessor Collector
- (B.) Entities
- (C.) All employees
- (D.) Public through postings on the website and media
- (E.) Emergency Management Coordinator

Revision

This policy shall be reviewed annually for revision.

Approved by the Duval County Appraisal District Board of Directors

Date

Chairman, Board of Directors

Secretary, Board of Directors

Appraisal District Employees	Position	Phone Number	Email Address
Raul Garcia	Chief Appraiser	(361)701-1713	raulgarcia@duvalcad.org
Sherrie Elizondo	Assistant Chief Appraiser	(361)460-5186	sherrieelizondo@duvalcad.org
Becky Pena	Clerk	(361)389-8267	beckypena@duvalcad.org
Lynette Garcia	Appraiser II/Clerk	(361)701-8638	lynettegarcia@duvalcad.org
Board Members			
Eduardo Hernandez	Chairman	(361)453-1242	ehernandez@benavidesisd.net
Maricela Escamilla	Vice-Chairman	(956)432-7812	marime5050@gmail.com
Oralia Perez	Secretary	(361)944-4951	lalaperez56@yahoo.com
Cristina Lichtenberger	Member	(361)701-7411	christinalichtenberger.cl@gmail.com
Librada Vela	Member	(361)701-3759	velafamily2@aol.com

