



DUVAL COUNTY APPRAISAL DISTRICT

PO Box 809, 100 W Gravis St., San Diego, TX 78384

Phone: 361-279-3305 Fax: 361-279-2622



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 (6) 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 monthly backups 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 are 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