FRANKLIN COUNTY FINANCE DEPARTMENT
DISASTER RECOVERY OVERVIEW

LEGAL RESPONSIBILITY: Protection of personnel, assets and resources is paramount.

FINANCIAL LOSS: The Finance Department is dependent upon the efficiency, accuracy and timely output of electronic data processing functions for its daily operations. If EDP is disrupted, Franklin County could be exposed to a loss of the records of financial assets, incurred liabilities and revenues.

INTERRUPTION OF SERVICES: Franklin County employees, vendors and individuals that require our services could be adversely affected.

There are three levels of disaster recovery that are addressed in this plan: mandatory procedures, necessary procedures, and desirable procedures.

MANDATORY PROCEDURES: Those Procedures that relate to fire control, alarm systems, evacuation procedures, and the overall protection of the people that may be in the area as well as the assets of the office.

NECESSARY PROCEDURES: Those precautions that have been taken to prevent serious disruptions in the flow of the operations of the Finance Department

DESIRABLE PROCEDURES: Reasonable precautions that have been taken to prevent extended disruption in the operations of this office.

With these procedures implemented, we hope to minimize interruptions in daily operations, limit extended disruption and/or damage, and minimize economic impact. Alternative means of operation will be made apparent to personnel so they will be prepared for emergency situations and be able to restore operations in a timely manner.

FRANKLIN COUNTY FINANCE DEPARTMENT
OFFICE DESCRIPTION

The Franklin County Finance Department was established to provide for a centralized accounting system for all functions of Franklin County Government, including the General Fund, Solid Waste/Sanitation Fund, Highway Fund, Schools General Projects Fund and Schools Federal Projects Fund, as well as other miscellaneous funds for the County.

Employee payrolls are generated for all County and BOE employees. Retirement is generated for all offices, and retirement records are maintained for all employees. Employee insurance records and personnel files are kept for all employees. Financial accounting records are generated in this office, and all financial records for Franklin County are stored in this building, as well as some Circuit/General Sessions Court records that are stored in the building in a separate room. All checks, both payroll and vendor, are generated by the Finance Department and check stock for all funds are stored in this building in a secured area. Purchase orders are generated by the Finance Department, and all records relating to the required bid process are stored in a locked file cabinet. All accounts payable records, including copies of the requisition, purchase order, invoice and check are filed alphabetically by vendor name.

BUILDING DESCRIPTION

The Franklin County Finance Department is housed in a separate building that previously housed the Franklin County High School Vocational Rooms. It has been completely renovated, and is a single-story building. All floors are cast-in-place concrete slabs. Interior load bearing walls are 8" concrete masonry units. Exterior walls are load bearing concrete masonry units with brick veneer facing. The majority of the roof structure is conventional steel bar joists and metal deck supported on load bearing masonry walls. A portion of the roof structure, over the back portion of the offices is poured-in-place concrete supported on concrete beams and columns. The roofing material was redone during the renovation process, as well as completely new wiring, electrical outlets, light fixtures and HVAC units as needed. The finance office is protected by an alarm system which is controlled by management and connected to a security monitoring service; all locks for the building are installed by an outside vendor, and keys are controlled by management. The offices are equipped with smoke alarms in the building, as well as five motion detectors which are linked to the security system. Doors to all offices are closed and locked at the end of each work day.

SOFTWARE SYSTEMS UTILIZED:

LOCAL GOVERNMENT DATA PROCESSING CORP.
NG General Ledger
NG Payroll
NG Purchasing
NG Accounts Payable
NG Fixed Assets
NG Document Management
Siesta School Payroll

MICROSOFT OFFICE
Word
Excel
Access
Outlook
Publisher

ADOBE ACROBAT

Avast Virus
Malware

CHECK STOCK VENDORS

TOPS Forms, Inc.   (877)895-2284

SOFTWARE VENDORS

Local Government Data Processing   1-800-737-1826

TECHNOLOGY CONTRACTOR

CPU, LLC – Kenny Montgomery 931-967-3010 Mobile 931-581-8286

MANDATORY PROCEDURES

The safety of the personnel and assets of the Franklin County Finance Department is, in large part, protected by the construction of the building itself.

There are smoke detectors in all areas of the building and employees have discussed an emergency evacuation procedure.

All employees have been instructed in the arming and disarming procedures for the security system as well as all areas to check before closing the building.

There is a fire-resistant file cabinet in the building for additional protection of vital records.

All data is backed up on a daily basis (both the network server and the UNIX server) and the tapes are taken to an off-site location each morning.

NECESSARY AND DESIRABLE PROCEDURES

1. Employees are provided with, and encouraged to use, memory stick storage devices for those files they generate with the Microsoft Office and other general products. These memory sticks are to be removed and kept with the employee when not in use.

2. MS Office License are downloaded and can be retrieved. CDW-G has license numbers.

3. Audit and Budgets are provided online and can be retrieved at anytime.

4. Network access and system software passwords will be recorded (as well as required changes) and forwarded to the network coordinator for storage in a secure, off-site location. This information will also be used to delete these access passwords in the event of employee termination.

PROCEDURES FOR IMPLEMENTING RESUMPTION OF BUSINESS

1.	Notify the Director of Emergency Management (see phone listing attached) of the nature and extent of the disaster and, if necessary, request use of the EMA facilities as an alternate operations site.

2.	Notify the Kenny Montgomery (CPU) & Local Government Data Processing Corp(see phone listing attached) of the nature and extent of the disaster and request emergency assistance for the EDP portion of the recovery process.

3.	Confirm the details of the notifications in writing within 48 hours.

4.	Begin making necessary arrangements to acquire and/or move needed computer equipment, supplies, forms, etc. to the alternate site. If necessary, notify all employees of the alternate site location.

5.	Confirm that all needed system backup media has been secured and taken to the alternate site for restoration.

6.	Prepare requisitions and purchase orders as needed for equipment and software needed for restoration of office functions.

7.	Supply personnel with the necessary procedures to begin restoring the system.

8.	Review for completeness the materials transferred to the alternate processing site.

9.	Begin restoring the system from backup media.

10.	Begin normal operations as soon as possible.

DISASTER RECOVERY CHECKLIST

The following list will assist in a disaster recovery process:

1) Notify management of the situation.

2) Set up and contact a disaster recovery team.

3) Determine the severity of the disaster.

4) If needed, contact the area for the temporary site and establish a schedule for utilization.

5) Contact all personnel

6) Contact all vendors (Hardware and Software)

7) Notify the insurance company. (Agent is currently V. R. Williams)

8) Notify all vendors that are currently associated with the County to expect a delay because of disruption of services.

9) Organize and determine tasks for each member of the recovery team.

10) Obtain emergency operating supplies.

11) Provide for the rental or purchase of computer equipment as needed.

12) Coordinate the delivery and receipt of mail and couriers.

13) Determine software application restoration priorities.

14) Retrieve current system backup. (Daily-Located at the Trustee's Office in the County Courthouse)

15) Restore system.

16) If necessary, establish priorities for use and/or working hours for employees.

Use of the attached schedules will facilitate the notification process as well as the restoration process and insurance claim procedure. These are as follows:

a) Building and Emergency Exit Plan
b) Employee Phone Numbers and Addresses
c) Emergency Phone Numbers
d) Other Phone Numbers
e) Current Finance Department Inventory

EMPLOYEE PHONE NUMBERS AND STREET ADDRESSES
(* indicates member of disaster recovery team)

*   ANDREA SMITH   Finance Director
1715 Water Cure Rd
Winchester, TN 37398
(931)581-7948 Cell

*   JENNY PHILLIPS   Deputy Finance Director
15940 David Crockett Hwy
Huntland, TN 37345
(931) 808-1011 Cell

ANNETTE SISK   HR & Risk Management Director
595 Mansford Rd.
Winchester, TN 37398
(931) 580-9206 Cell

PENNY OLIVER   Grants Specialist
844 Cole Ln.
Belvidere, TN 37306
(931) 691-0304 Cell

HEATHER MORGAN   Payroll
1468 Williams Cove Rd
Winchester, TN 37398
(931) 349-4474 Cell

MICHELLE PRIVETT   Payroll
164 Lillie Road
Hillsboro, TN 37342
(931) 952-8444 Cell

LAUREN SIMS   Payroll
302 Poplar Avenue
Huntland, TN 37345
(931) 308-6621 Cell

AMY SMITH   Accounts Payable
205 Lucas Street
Huntland, TN 37345
 (931) 636-5803 Cell

BECKY COWAN   Accounts Payable
3515 Old Salem Lexie Rd
Belvidere, TN 37306
(931) 308-7408 Cell

CINDY MARSHALL   Accounts Payable
111 Warren Chapel Dr
Decherd, TN 37324
 (931) 691-4178 Cell

LILA WILKINSON   Accounts Payable
127 Chase Circle
Winchester, TN 37398
 (931) 636-7016 Cell

EMERGENCY PHONE NUMBERS

FRANKLIN COUNTY MAYOR: Chris Guess
          OFFICE: (931) 967-2905
          CELL   (931) 308-6808

FRANKLIN COUNTY I/T CONTRACTOR: Kenny Montgomery
          OFFICE   (931) 967-3010
          CELL   (931) 361-1660

EMERGENCY MANAGEMENT DIRECTOR: Scott Smith
          OFFICE   (931) 967-4532
          CELL   (931) 308-9005

EMERGENCY SERVICES   911

TENNESSEE EMERGENCY MANAGEMENT AGENCY   1-800-533-7343
                WEST TENNESSEE   1-800-322-7341

TENNESSEE HIGHWAY PATROL
          DISTRICT OFFICE/EMERGENCIES ONLY   821-5151
          OTHER CALLS   821-3581
          FAYETTEVILLE   433-2179
          SHELBYVILLE   684-3234

NATIONAL GUARD   (931)967-4581

SOFTWARE VENDOR   Local Government Data Processing   1-800-737-1826

FORMS VENDORS   TOPS Forms, Inc.   (877) 895-2284

LOCAL INS. AGENT   V.R. Williams & Co.   (931) 967-2268

OTHER NUMBERS ATTACHED