



**25th Annual
National Conference
San Diego, California**

2009 Professional Practices Program

Disaster Recovery Plan

Maricopa County, Arizona

Submitted by:

**Tammy Patrick
Federal Compliance Officer
111 South 3rd Avenue
Phoenix, AZ 85003
602-506-1270
tpatrick@risc.maricopa.gov
www.recorder.maricopa.gov**

Disaster Recovery Plan

Recorder/Elections

Maricopa County, Arizona

Each region of the country has its unique environmental threats: hurricanes in Florida and the Gulf Coast, tornadoes in the Midwest, mudslides in California, and earthquakes on the Western Seaboard. Contingency planning is second nature in those areas—but what about the rest of the country? In Arizona we are blessed with year-round sunshine and did not have an implementable plan in place other than evacuation procedures.

The first hurdle was determining how to organize the plan so that the information was structured in its most useful format. Without a prominent looming catastrophic possibility we chose to focus on each geographic site which could be impacted and how an event at such a location, regardless of what that event was, would need to be addressed within the unique conditional considerations of an election cycle.

Our plan is organized chronologically starting ninety days out from Election Day and then in stages of thirty days out, a week out, the weekend before, Election Day itself, and post election. Within the chronology we considered if something happened at each of our three facilities (listed as MCTEC, Downtown, and Mesa), at a single polling place, at multiple polling places, at early voting sites, to our principle vendors, at our election-material receiving sites, and at our hand-audit facility. Within a given timeframe each division's manager summarized what the impact would be to their respective portion of the electoral process, how to address any loss, and key points to remember.

The second portion of the plan has the information listed by facility location for our three offices so that should one of our main offices be impacted the information would be in one concise listing.

Lastly, the plan contains an appendix of templates to simply fill in the event-specific data for timely distribution of information to stakeholders. Standard documents such as press releases, a Department of Justice emergency submission template, and voter notification letters stand at the ready for simple population of essential details. Relocation schemata of available work stations at each facility, where staff would be placed in both a federal cycle as well as a non-federal cycle, are present as well as staff resident proximity to each facility.

The process of compiling a disaster recovery plan has allowed us to modify some internal procedures which will better position us should an impactful event occur. This exercise cost nothing to conduct and has yielded numerous positive changes.