



Disaster Recovery and Continuity of Operations Policy

Approved & Published: February 2026

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Oklahoma's Workforce Board (OWB) is the policy and guidance board for the Workforce Oklahoma system in Central and Western Oklahoma. We are business leaders with a goal to establish a highly skilled, productive workforce in our 34-county area.

Oklahoma's Workforce Board (OWB) complies with WIOA's Equal Opportunity and Nondiscrimination provisions which prohibit discrimination on the basis of race, color, religion, sex (including pregnancy, childbirth, and related medical conditions, transgender status, and gender identity), national origin (including limited English proficiency), age, disability, political affiliation or belief, or, the basis of citizenship status or participation in a WIOA Title-1 financially assisted program or activity.

OWB is an Equal Opportunity Employer/ Program. Auxiliary aids and services are available upon request to individuals with disabilities. Oklahoma's Workforce Board's Workforce Innovation and Opportunity Act Title I program funding statement can be found at <https://cowib.org/funding/>.

<http://www.okwb.org/>



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I. Policy Statement

The Oklahoma Workforce Board (OWB) establishes this Disaster Recovery and Continuity of Operations Policy to ensure the continued delivery of workforce development services during and following emergencies or disasters. This policy is adopted in accordance with the Workforce Innovation and Opportunity Act (WIOA), Uniform Administrative Requirements (2 CFR Part 200), and applicable state policies.

OWB is committed to protecting the health and safety of staff, participants, partners, data, facilities, and federal funds while maintaining compliance and program integrity. Essential operations shall be restored as quickly as possible, with a target of resuming critical functions within seventy-two (72) hours following a disaster event, when feasible.

II. Purpose

The purpose of this policy and its accompanying procedures is to:

- Establish clear authority, roles, and responsibilities during emergencies
- Ensure continuity of essential workforce services statewide
- Protect confidential participant and fiscal data
- Maintain compliance with federal and state fiscal, reporting, and monitoring requirements
- Provide guidance for disaster preparedness, response, and recovery

III. Scope

This policy applies to:

- The Oklahoma's Workforce Board
- OWB administrative staff
- WIOA Title I programs (Adult, Dislocated Worker, Youth)
- Contractors, subrecipients, and partners involved in workforce service delivery

IV. Definitions

Disaster: Any natural, technological, operational, or public health event that significantly disrupts normal operations.

Continuity of Operations (COOP): The ability to continue essential functions during and after an emergency.

Essential Functions: Critical activities that must be performed to maintain workforce services and meet compliance requirements.

V. Roles and Responsibilities

A. Oklahoma's Workforce Board

- Approves the Disaster Recovery and COOP Policy
- Provides oversight for implementation and compliance

B. Executive Director / Chief Executive Officer (CEO)

- Serves as the primary authority during emergencies
- Activates the COOP as necessary
- Ensures required notifications to state and federal entities

C. Management and Supervisory Staff

- Implement procedures within their areas of responsibility
- Ensure staff are informed of emergency instructions
- Maintain updated emergency contact information

D. Staff and Contractors

- Follow COOP procedures and supervisory direction
- Protect participant confidentiality and data
- Participate in training and testing activities

VI. ESSENTIAL FUNCTIONS

The following functions are designated as essential and will be prioritized for continuity:

1. WIOA eligibility determination and participant enrollment
2. Case management and participant data entry
3. Fiscal operations, payroll, and contract payments
4. Performance reporting, monitoring, and compliance activities
5. Communication with state agencies, local workforce boards, elected officials, and partners

VII. Order of Succession

To ensure continuity of leadership, authority shall pass in the following order when an individual is unavailable:

1. Executive Director / Chief Executive Officer (CEO)
2. Chief Operating Officer
3. Regional Director
4. Controller

VIII. Procedures

A. Risk Assessment and Preparedness

- OWB will identify and monitor risks including natural disasters, cyber incidents, operational disruptions, and public health emergencies.
- Preventive measures may include remote work capability, alternate service delivery methods, and secure data systems.

B. Activation of the COOP

- The Chief Executive Officer (CEO) or designee may activate the COOP when an incident disrupts or threatens essential operations.
- Activation may be full or partial, depending on the severity and scope of the event.

C. Communication Procedures

- Emergency communication will be distributed through email, text, phone, or other approved notification systems.
- The Board Chair and appropriate state entities will be notified promptly of significant disruptions.
- Public communications will be issued through approved channels only.

D. Service Continuity

- Staff may work remotely when facilities are inaccessible.
- Virtual and alternate service delivery methods will be utilized to continue participant services.
- Coordination with Oklahoma Works Centers and partners will ensure minimal disruption to services.

E. Data Protection and Recovery

- Participant and fiscal data shall be maintained in secure, cloud-based systems.

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- Data backups will be performed regularly and stored off-site.
- Access to systems shall be role-based and password-protected.

F. Fiscal Procedures

- Fiscal records shall be backed up electronically.
- Internal controls, including dual authorization, will remain in effect during emergencies.
- Payments to vendors and subrecipients will continue when systems allow.

G. Alternate Facilities and Operations

- If primary offices are inaccessible, staff may operate remotely or from alternate approved locations.
- Virtual meetings and electronic approvals will be utilized as needed.

IX. Training and Testing

Key staff will receive periodic training on disaster recovery and COOP procedures.

The policy may be tested through tabletop exercises or operational reviews.

X. Review and Maintenance

This policy shall be reviewed at least annually and updated as required by guidance or changes to WIOA and Uniform Guidance.

XI. Equal Opportunity and Nondiscrimination

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Auxiliary aids and services are available upon request to individuals with disabilities.

XII. Revisions:

The OWB Chief Executive Officer (CEO) is authorized to issue additional instructions, guidance, approvals, and/or forms to further implement the requirements of policy, without making substantive changes to the policy, except in situations when new or updated state and federal guidance is issued.