

Storm Name : _____

Expected Landfall Date : _____

Company Contact : _____ **POC**

Before Evacuation Day:

- ☐ **Assign Employee as Hurricane POC**
- ☐ **Confirm all Employee Contact Information is up to date**
- ☐ **Contact any out of state vendors/ clients as needed**
- ☐ **Purchase sandbags, plywood, or other items needed to protect the building and surrounding areas**
- ☐ **Purchase plastic and tape to cover all computers**
- ☐ **Purchase batteries, flashlights, and first aid kit (if needed)**
- ☐ **Purchase gloves, hand sanitizer, and any other items needed for post storm clean up**
- ☐ **Create Business Plan if the office is not accessible (ie. Work from home or close office)**
- ☐ **Confirm Hurricane POC is aware of how to transfer phones for office to employees**
- ☐ **Confirm all local Police, Fire Department, and other responders number are readily available**
- ☐ **Hold a practice evacuation drill**

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Final Day Before Evacuation:

- ☐ **Backup all computers**
- ☐ **Once all backups are completed, power down computers**
- ☐ **Turn off battery backups**
- ☐ **Make sure your server, computers, and battery backups are off of the ground if you are in a single-story unit.**
- ☐ **Unplug the external backup from your server and take home with you.**
- ☐ **Cover your computers, server, and IT components with plastic**
- ☐ **If you have VOIP phones, take the main reception phone with you and plug it into your internet wherever you have evacuated to. If you do not, forward your phones to your cell phone or download your provider's cell phone app and login with your provider username and password**
- ☐ **Before you leave, make sure to take pictures or video of office equipment. Take pictures or video of all the computers, the inside of your business and outside.**
- ☐ **Confirm that all files are with you, as remote access will not be available when your computer, internet, or server is offline.**
- ☐ **Make sure that all devices are secure and safely placed when traveling. Leaving devices in cars can cause damage, or the possibility of the items getting stolen.**

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When Returning To The Business:

- ☐ **Assess the building outside and inside for possible physical/electrical/water damage.**
- ☐ **Remove all plastic from computers, server, and IT components**
- ☐ **Place external backup back into your server**
- ☐ **When returning to the office, restart the network equipment first, then server, then the computers. This assures that they connect to the server properly.**
- ☐ **Add all phones/ phone forwarding back to the original set up**