



## **Disaster Preparedness Checklist**

1. Ensure all Critical Data is backed up
2. Power off and unplug all unnecessary devices to store all large devices in a high, dry, and secure area away from windows and external doors in case of flooding or high winds.
3. Move all personal electrical equipment (computers, phones, tablets, etc.) away from windows and doors and to the highest elevation. Ensure equipment is properly anchored to a larger equipment to prevent throwing during high winds
4. For devices that must remain on ensure they are connected to an electrical and/or coaxial surge protector in case of electrical surges during power outages.
5. Ensure all rack shelving and heavy equipment is anchored to the ground

When bringing devices back online after the storm do so with caution and one device at a time to prevent an issue propagating.