

Hurricane Evacuation Checklist

What do I do before and after the storm?

> LEAVING PRIOR TO HURRICANE

- Ensure you have backups of all data (*either stored in cloud or physical copies*)
- Label/color-code all cables (*both ends*)
- Take photos of cables (*includes phones, computers, switches, servers, backups, any electronics*)
- Shutdown (*login to all devices and do a formal 'shut down'*)
- Wait 10 minutes before moving any equipment
- Unplug equipment and move to safe, centralized location
- Cover all equipment with tarp
- Remove all food from refrigerators/freezers
- Take any important paper documents with you
- Communicate employee check-in procedures
- Setup call forwarding of business phone lines to cell phones

> RETURNING AFTER IT IS SAFE

- Uncover your equipment and ensure there's been no visible damage
- Place your equipment back in the original locations
- Begin plugging equipment in from the WALL INWARD, waiting 1 minute between each
Ex: modem, then router (*if applicable*), then switches, then server (5 mins), then devices

If you've followed these procedures and you have issues with your equipment, please call us at (361) 575-7656 or fill out a tech support ticket on our website:

<http://deww.help>