Hurricane Preparation Checklist

In preparation for the severe weather, the following are some basic steps you should take to ensure your network and data are safe. Much of the checklist is unplugging equipment before the storm, and reconnecting everything after the storm. Make sure you take notes of what goes where. Don't forget to take pictures with your cell phone to document as you go. It can make your life a lot easier when it's time to put things back together!

1 Preparation (48 hours before arrival)

	Completed	In Progress	Not Started
Ensure your data is backed up. Connections performs backups of all key servers. If you have data stored on a USB drive or USB key, it is up to you to back this data up, or contact us for assistance.	☐	☐	☐
Print a copy of your important/emergency contacts and take them with you in the event that you do not have access to them from your phone or computer, you'll have them available to use via a landline.	☐	☐	☐
If you use a Voice over IP phone system that offers a softphone, make sure the software for the softphone is installed on your cell phone and computer. The phone system that Connections offers has this feature.	☐	☐	☐

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	Completed	In Progress	Not Started

Computers: ☐ ☐ ☐

- Shutdown your computer.
- If connected to a surge protector or UPS – turn off and unplug the surge protector or UPS from the wall outlet (or unplug power cables from the surge protector or UPS if wall outlet not accessible).
- If no surge protector – unplug the power cables from the wall outlet (or back of the computer if wall outlet is not accessible).
- Unplug Ethernet cable from back of computer or docking station (this cable has an end that looks like a wide phone plug).
- If necessary, move the equipment to a safe location. For example, if the equipment is near a window, it should be moved AWAY from it. If the computer is on the floor, it should be moved onto a desk.

Printers: ☐ ☐ ☐

- Power off printer.
- If connected to a surge protector – turn off and unplug the surge protector from the wall outlet (or unplug power cable from the surge protector if wall outlet not accessible).
- If no surge protector – unplug the power cable from the wall outlet (or back of the printer if wall outlet is not accessible).
- Unplug the Ethernet cable from the back of the printer (this cable has an end that looks like a wide phone plug).
- Unplug phone cable from the back of the printer (if fax line connected).

Servers: ☐ ☐ ☐

- Shutdown your server.
- If connected to a surge protector or UPS – turn off and unplug the surge protector or UPS from the wall

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outlet (or unplug power cables from the surge protector or UPS if wall outlet not accessible).

- If no surge protector – unplug the power cables from the wall outlet (or back of the computer if wall outlet is not accessible).

- Unplug Ethernet cable from back of server (this cable has an end that looks like a wide phone plug). Document where the cable was plugged into the back of the server! Most servers have several Ethernet ports… when reconnecting later, you must reconnect to the same port!

- If your server is on the floor, try to elevate it by at least 10-15 inches off the ground and away from windows.

Consider placing a large trash bag over any equipment to protect from possible water damage. Make sure everything that you bag is unplugged from power!

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	Completed	In Progress	Not Started

Server:

- Plug Ethernet cable to back of server (this cable has an end that looks like a wide phone plug).
- If originally connected to a surge protector or UPS – plug in (and turn on) the surge protector or UPS to the wall outlet (or plug power cables to the surge protector or UPS if wall outlet not accessible).
- If no surge protector – plug the power cables to the wall outlet (or back of the server if wall outlet was not previously accessible). Be sure to notify Connections support immediately, as all servers should be protected with a UPS.
- Turn on server and startup operating system.

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Computers:

- Plug Ethernet cable to back of computer or docking station (this cable has an end that looks like a wide phone plug).
- If originally connected to a surge protector or UPS – plug in (and turn on) the surge protector or UPS to the wall outlet (or plug power cables to the surge protector or UPS if wall outlet not accessible).
- If no surge protector – plug the power cables to the wall outlet (or back of the server if wall outlet was not previously accessible). Be sure to notify Connections support immediately, as all computers should be protected with a UPS.
- Turn on computer and startup operating system.

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Printers:

- Plug Ethernet cable to back of printer (this cable has an end that looks like a wide phone plug).
- If originally connected to a surge protector or UPS – plug in (and turn on) the surge protector or UPS to the wall outlet (or plug power cables to the surge protector or UPS if you could not reach the wall outlet previously). If plugging into a UPS, ensure the

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printer is plugged into the SURGE ONLY side of the UPS, not the BATTERY side.
- If no surge protector – plug the power cables to the wall outlet (or back of the printer if that's where it was unplugged).
- Turn on printer.

4 Resources

Your ConnectCare service team is available to provide assistance 24x7 as needed, and to answer any questions you may have. Call your support team at (954) 920-9604 option 2.

You may also want to download the following and share this with your staff!
- CDC recommendations for surviving a severe storm
- Emergency preparedness kit recommendations from the Red Cross
- FEMA's guidelines on How to prepare for a hurricane

A comprehensive hurricane planning guide for business owners and building managers was prepared by the South Florida Regional Planning Council.

Most cities have a hurricane guide that lists evacuation zones, emergency shelters and business that have generator power (i.e. gas stations, grocery stores, etc).

- City of Hollywood
- City of Boca Raton
- Broward County
- Miami Dade
- Palm Beach

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