

PC Equipment and Data Guidelines In Case of an Emergency

The following guidelines include recommendations for handling PC equipment and data during emergencies.

In the case of an emergency event such as a tornado or fire, you may not have time to save important documents; therefore, identify **mission critical data** and keep copies in multiple locations including at least one network drive (personal, **I**, or shared, **S**) and one movable storage media device (CD/DVD, flash drives, external hard drives (HDs), or memory cards). Update mission critical data at least daily.

External HDs are fine for general storage, but may also get damaged. If you use an external HD, make sure it does not contain the only copy of your data. In general, these drives are not fire or water proof. Protecting computer equipment with an Uninterruptible Power Supply (UPS) is also recommended. These devices contain a battery that will provide electrical power for a short period of time (usually 4-15 minutes) to a computer even when the power is out. This could be enough time to transfer important data to a storage device.

Users should identify **mission critical business processes** which may have to be performed remotely. What equipment, software, supplies, and data will be needed to carry out this process if you can not get into an office or building? For example, you will need a PC to connect to an external HD or a flash drive, a memory card reader to access a memory card, etc.

During hurricane season and in case of an evacuation follow these guidelines:

- a. Use a flash drive or other portable storage media to backup any work-related data you may need to access in the event of an evacuation
- b. If you have any software media or hardware that is irreplaceable bring it with you or secure it. If possible, keep a separate copy of any media along with your important physical documents.
- c. If you need to carry a laptop or tablet PC remember to bring the power supply. A car adapter battery charger is also recommended.
- d. If you will rely on your laptop or tablet PC to run a specific application, make sure that the needed software is already installed or that you have any license key or password that may be needed to install it. Also ensure and that the computer is capable of running your software application
- e. Keep emergency contact information such as cell numbers or email addresses in paper and electronic formats.

- f. Before leaving, make sure your computer, monitor, and other peripherals such as printers and scanners are turned off and unplugged from electrical outlets.
- g. Move equipment away from doors and windows and place it on your desk or other high ground furniture. Unplug any surge protector or UPS and turn it off. Place this equipment on your desk.
- h. If your office has windows place a plastic cover over the computer and monitor (and any other hardware) and anchor the cover under these devices.

After an Emergency

After a hurricane, fire, or other emergency if equipment appears to be damaged or wet, do not turn it back on. If in doubt, contact your building coordinator.