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 at least 18" off the ground
- [ ] 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