



**Custom Computer Specialists**  
Right People. Right Results.®

# **CUSTOM COMPUTER SPECIALISTS' EMERGENCY PREPAREDNESS CHECKLIST**





## QUARTERLY

Task to be completed	Date	Initial
Identify who can designate an emergency: _____		
Create contact list for essential personnel and areas		
Identify all equipment needed to operate during outage (servers/workstations/cell phones)		
Validate backups and perform restore		
Test with individual departments		



## 48 HOURS PRIOR

<b>Tasks to be Completed</b>	<b>Date</b>	<b>Initial</b>
Obtain batteries for battery-powered equipment (radios, flash-lights, etc.)		
Obtain and verify staff phone list, including cell phone numbers		
Anticipate and complete copying needs, ie: paper forms		
Check staffing for the next 5 days		
Review storm plan with staff		
Prepare for computer downtime—obtain needed papers/ requisitions		
Obtain needed computer items: computer tool kit, tapes for computer backup, etc.		
Maintain a list of equipment locations, serial numbers and labels		
Distribute a memo regarding what is needed to protect equipment		



## 36 HOURS PRIOR

<b>Tasks to be Completed</b>	<b>Date</b>	<b>Initial</b>
Send required lists (noted in 48-hour list) to administration		
Remind staff to listen to designated TV/radio stations for updates		
Due to possible flooding in the parking areas, advise staff of alternate parking arrangements		
Distribute any emergency-related information (phone lists, directions, maps, etc.)		



## 24 HOURS PRIOR

Tasks to be Completed	Date	Initial
Ensure any staff that is required to remain onsite or on-call are scheduled as needed		
Send associates, who are scheduled to stay at work during the storm, home to prepare for an extended stay		
Double-check all equipment to be sure everything is in working condition and that all necessary equipment is on emergency power		
Check adequacy of emergency supplies		
Run computer back-up, if needed (store in safe/dry place)		
Take measures to protect records/equipment from potential water/wind damage		
Get tape and other supplies to protect windows—close all blinds		
Unplug PCs and cover as needed		
Check with departments to be sure they have needed protective supplies		



## 12 HOURS PRIOR

<b>Tasks to be Completed</b>	<b>Date</b>	<b>Initial</b>
Reaffirm scheduled staffing		
Ensure any manual requisitions/downtime forms are available and ready for use		
Allow associates any last-minute trips home, if needed		
Move items/equipment, etc. away from windows, if possible		
Cover unmovable items that are in areas that might sustain possible wind/water damage		
If you have a radio, make sure it is in working condition and that you have spare batteries		
Double-check any computer back-up needed		



## 8 HOURS PRIOR

Tasks to be Completed	Date	Initial
Review procedures to follow with loss of utilities, phone, water, electricity, etc.		
Check that all assigned staff has returned from home		
Check that staff has parked in the designated parking areas—allow them to do so if they have not		
Send non-essential staff members home		
Distribute an 8-hour memo/message to all departments regarding computer shutdown procedures		
Start computer shutdown. Coordinate a time for powering down any equipment not on emergency generator with administration and engineering services		
Ensure all users log off the system		
Unplug all terminals/printers/equipment not on emergency power		
Bag all computer documentation and printouts to protect them from water		
Ensure all "downtime" forms/procedures are implemented		



## 4 HOURS PRIOR

Tasks to be Completed	Date	Initial
Review all staff members' duties and responsibilities with them		
Cover equipment/records with water-proof covers		
Clear rooms/hallways of all unnecessary items		
Unplug all unnecessary equipment		
Secure any loose items		
Utilize downtime procedures as directed		
Survey all areas to ensure equipment is secure and protected		





# EMERGENCY PREPAREDNESS CHECKLIST

<b>Completed</b>	<b>Date</b>	<b>Initial</b>
Quarterly Checklist		
48 Hour Checklist		
24 Hour Checklist		
12 Hour Checklist		
8 Hour Checklist		
4 Hour Checklist		