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**Preparedness Checklist:  
Hurricane Season - 2019**

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## 7 days to projected landfall

Hurricane formation and path indicates that the likely landfall point will bring the storm within 50 miles of Southwest Florida.



### Review Disaster Preparation and Recovery procedures with key staff.

- ☐  These procedures should be documented and reviewed annually but a scenario-specific review should occur 7-10 days before an expected disaster. Update employee primary and secondary contact sheets.

### Relocate all non-production infrastructure equipment to a secure room/closet.

- ☐  Critical software manuals and Discs
- ☐  Spare workstations, phones, network equipment
- ☐  Spare peripherals such as keyboards, mice, monitors, and printers
- ☐  Make sure the equipment is off the floor (in case of flood) and cover with plastic (in case of a leak in the ceiling)

### Run a full local backup routine on all servers and data.

- ☐  Depending on data volume, these full backups can sometimes take more than 24-hours so it is important to run them far in advance of an expected disaster. This will also identify any issues or failures that may have gone undiagnosed.
- ☐  You may want to purchase an external hard drive as an additional form of backup that you can take offsite.


### Double-check Business Continuity and offsite replication are operational and accounts are active. (if applicable)

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### Double-check technology specific insurance coverage and policies

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### Inventory all hurricane preparedness items.

- ☐  Plastic sheets, visqueen, garbage bags, flashlights, batteries, duct tape, etc.

## 24-48 hours prior to projected landfall

Hurricane Warning has been issued and it is determined that a hurricane strike is imminent.



### Run a final, full local backup routine on all servers and data.

- Confirm that the backup data is sound and will be recoverable if needed prior to shutdown of core equipment.
- IMPORTANT:** Perform a test restore to ensure the backup data is accessible and viable.



### Run a final, full offsite backup routine on critical data.

- Confirm that the offsite backup has completed and is viable if needed prior to shutdown of core equipment.
- IMPORTANT:** Perform a test restore to ensure the backup data is accessible and viable.



### Confirm that Business Continuity and offsite replication are 100% functional and operating as expected. (if applicable)

- Ensure that your BC provider has viable copies of servers, applications, and all data prior to shutdown of core equipment.



### Take a "Before" pictures of your equipment in working condition so you can reference it after the storm has passed.



### Initiate disaster preparation procedures for core equipment including servers, routers, switches, phone systems, and firewalls.

- These procedures should, at minimum, include the shutdown and relocation of equipment to a secure room or closet with no windows, preferably in concrete block or reinforced room. All equipment should be double-bagged, sealed and grouped on a table or elevated off the ground and then covered with additional plastic. Preferably, critical core equipment is transported offsite to a location that is outside the impacted area.



### Initiate disaster preparation procedures for non-core equipment including workstations, monitors, phones, battery backups, printers, and copiers.

- Depending on the number of devices in your environment and the requirement for recovery and accessibility all non-core devices should be assembled in a room with no windows, elevated off the ground, bagged and covered with plastic. If there are too many devices for one space, each device could be individually elevated on each desk and covered with plastic or bagged.
- If possible, unplug all electrical devices from the wall to avoid power surges. This may not be possible for non-VOIP phone systems, but, the more you can unplug, the safer your equipment will be.



### Take pictures of your equipment prior to leaving the office for the last time. This will prove that you took proper precautions.

## AFTER THE STORM

Direct threat has passed, however damage to equipment can still occur.



**Check with local power provider to assess the likelihood for power surges or outages while damage is repaired in the area.**


 Damage to equipment is very likely if reconnected while power is still unstable.



**Take pictures of your office after the storm.**




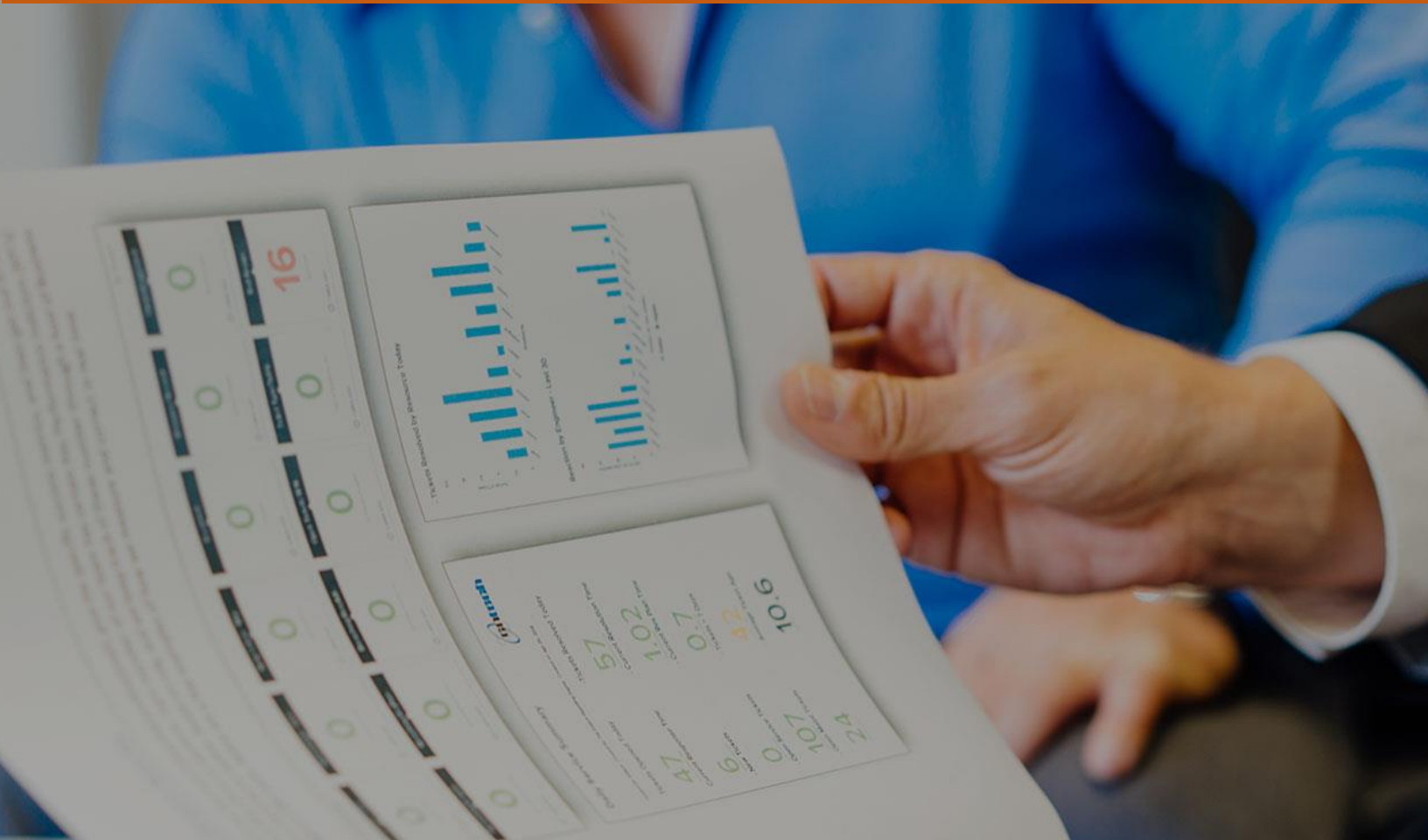
**Assess damage to both core and non-core equipment.**

 All equipment should extremely carefully unpacked and evaluated. If water intrusion was present then each bag should be dried prior to unpacking. Be sure to document any and all potential damage via photo and enumeration of the device make, model and serial number. This information will be required for insurance claims.



**Coordinate the reconnection of all core and non-core equipment.**

 The core equipment should be reconnected and powered on in order. Once all core equipment is reconnected and operating, begin the reconnection of non-core equipment. As each device is reconnected and powered on, carefully monitor for damage and document as necessary. Enlist the assistance of an expert if any equipment is not operating as expected.



## The takeaway

Protecting your valuable data becomes even more important as business innovation increases your competitive advantage.

Take the time to plan ahead, so that in the event of a disaster, you and your team have an actionable plan, that limits your risk of downtime and business interruptions.

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