

STANDARD OPERATING PROCEDURE # FAC 1.009**Subject: Hurricane/Tropical Storm Preparedness for Facilities Management Equipment**

Purpose: To prepare Facilities Management staff for protection of computer equipment when there is a threat of a tropical storm or hurricane.

Procedures:

1. Upon official notification that the campus will be closing due to the threat of a tropical storm or hurricane, staff members are asked to assist with preparation of their own computer equipment as time or availability allows. Preparation and restoration of multi-user computer systems will be the responsibility of Information Technology Services (ITS) or ITS help desk support personnel.
2. Computers, peripherals, and surge protector units should be turned off. Any peripherals not plugged directly into the surge protector unit should be unplugged from their power source. Surge protector units should then be unplugged from power outlet, and all equipment covered with plastic bags or sheeting.
3. Staff who is unable to prepare their own equipment should place any stored plastic near their equipment for use by other staff personnel. ITS or ITS help desk personnel will be available to assist staff to restore computer equipment to operational state following return to campus. Individual staff members should store all plastic bags/sheeting for future use.

Developed by: Facilities Management

Approved by:



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