DENR IT – Division of Marine Fisheries  
Hurricane Preparedness

Computer Preparedness Guidelines

General Procedures

1. Ensure You Have a Backup of you local files (these are files not stored on the servers)
   
   1. Do not wait until the day before a hurricane to backup your files! Backup all your data files on regular bases depending on your needs.
   2. If a computer needs to be recovered because of damage caused by disk failure or hardware failure contact DMF Help Desk 252 808-8111.
   3. Store your backups in the safest place possible. Put backup disks/tapes in waterproof bags/containers and store in a safe location on or off site.

2. Secure Your Equipment (DMF Help Desk will assist if needed)
   
   1. Turn off all power to all equipment. It is critical to unplug all devices that carry electricity.
   2. Turn off battery backup units and disconnect power cords to the wall. Unplug all power cords from the wall to all devices (CPU's, monitors, terminals, modems, fax/modems, etc.). Leave the other end of all of the power cords connected to the PC.
   3. Disconnect all phone lines from the device (modems, fax/modems, etc.). Unplug the network cable from the back of the PC, and leave the other end connected to the network jack on the wall.
   4. Use plastic bags and tape, which can be used to cover PC's and peripherals such as printers. Remember, the purpose of this is to keep the computer equipment watertight. The following equipment should be covered: CPU (Computer), Monitor, Speakers, and External zip drive, Printer, Scanner.
   5. If necessary, move the equipment to a safe location. For example, if the equipment is near a window, it should be moved AWAY from it.
   6. Contact DMF Help Desk 252 808-8115 for assistance if needed

3. Network Services

IT will notify when systems will be shut down. All computer components on Network will need to be brought off-line and/or shutdown before the storm hits. This is necessary to ensure that equipment and components are safe from the effects of the storm.

After The Storm

IT will work as quickly as the circumstances permit to restore network connectivity and services throughout DMF. Once your PC and peripherals have been setup, ensure that they are connected to a surge protector. You can contact DMF Help Desk 252 808-8111 for assistance with setting up your PC and peripherals. Expect power surges, brownouts, and fluctuations for at least several days or longer after power has been restored. All the effort you went through in preparation may be lost if you take a hit after the storm.