Employees are responsible for protecting their own equipment. It is imperative that personnel prepare and perform system back-ups and filing.

Ensure that each staff member is aware of the department disaster plan.

Create a contact list for all staff members including their home and cell phone numbers and e-mail address.

Secure the office’s vital documents and equipment, i.e. computers and other electronic devices.

Unplug equipment to prevent power surge damage.

Remove all items located near windows and remove any items on the floor.

Remove all food from the refrigerator that could spoil if the electricity goes out.

Back up computer systems and ensure that at least one staff member has a backup copy or electronically transmit back up to a secure location.

File all paperwork in filing cabinets or drawers.

Photograph the office’s furniture and equipment for insurance purposes.

Cover equipment with plastic bags to minimize water damage.

Update emergency contact information for the office and the voicemail message.

Take home any special personal effects that you’d be sad to see destroyed. The University will not be responsible for their damage or loss.

Close and lock all office doors.

Avoid blocking exits and hallways.

Employees are responsible for protecting their own equipment. It is imperative that personnel prepare and secure their areas. These preparations, as well as maintaining a stockpile of critical supplies, will minimize loss of documents and equipment damage in the event of a hurricane and assist in the return to normal operations post-storm.

For assistance or additional information:
- Contact USF Emergency Management at 813-974-0870
- View the USF Hurricane Guide at www.usf.edu/emergencymanagement