

**CHECKLIST #14****WINTER STORM SAFETY CHECKLIST**

Preparedness is key to protecting your business, customers and employees. Again, be prepared to evacuate if flooding is imminent and advised by local officials and prepare a disaster supplies kit for your facility and call-down procedures for communicating with employees.

- If you are vulnerable to flooding, consider acquiring sandbags or other materials to slow seepage into your building. Investigate other methods to reduce your risk of flooding including floodproofing, elevation or relocation.
- Have a plan to protect your records, equipment and files. Move valuable objects higher. Place them on shelves, tables and counter tops.
- Fuel your vehicle(s) and check oil and water.
- If there is sufficient time, take the server or backup tapes (in fire-proof container) to safer location.
- Confirm the Emergency Communications Plan (call-down procedures, emergency contact).
- Secure your facility. Back up data files and take server(s) to more secure site. Unplug appliances. Protect equipment.
- Turn off the main water valve and electricity, if instructed to do so. Close and lock doors and windows.
- Leave early enough to (1) allow employees to secure their homes and purchase any needed emergency supplies, if appropriate, and (2) avoid being trapped by severe weather, other evacuation traffic, emergency response, etc.
- Follow recommended evacuation routes. Be alert.