FLUXLABS

CHECKLIST · HURRICANE SEASON

Storm coming: 72-hour IT checklist

A named storm is headed our way. Work down this page so your business can run from anywhere and reopen fast.

72 HOURS

Get ready

- [ ] Confirm last night's backup ran (ask IT if unsure)
- [ ] Laptops, chargers and hotspots are working
- [ ] Print the emergency contact sheet
- [ ] Draft the out-of-office message, voicemail greeting and website notice

48 HOURS

Take work home

- [ ] Laptops go home with staff
- [ ] Charge phones and battery packs
- [ ] Test working from home: email, files, phones
- [ ] Photograph equipment and how it's connected

24 HOURS

Close up

- [ ] Run a final backup
- [ ] Shut down computers and servers properly
- [ ] Unplug everything from the wall, including battery backups
- [ ] Raise equipment off the floor, away from windows

LAST ONE OUT

Lock down

- [ ] Cover equipment with plastic sheeting or bags
- [ ] Forward the main phone line to a cell phone
- [ ] Turn on out-of-office and the website notice
- [ ] Lock the equipment closet

Who's doing what

Checks the backup _____

Shuts down and unplugs _____

Forwards the phones _____

Last one out _____

Posts the website notice _____

Staff updates by _____

Free from Flux Labs, IT support for local businesses.

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Backup and recovery for your business