



## CPSB Technology Emergency Preparedness Instructions for Employees 2024-2025

In the event of a hurricane or other emergency event, school and department staff should take steps to protect their technology assets and data. Steps taken before the emergency can save the district a great amount of money from damaged equipment and employee time lost in restoring or recreating lost data.

Please do the following to prepare for any emergency that closes the campus/school district.

### Administrators

1. Collect cell phone numbers and alternative email addresses for your staff in the event Office 365 has any issues during the emergency so important information can be relayed to staff if they evacuate from the area. Be sure you have access to this list offsite.
2. **Do not power down servers or equipment in network racks.**
3. Remind your staff to regularly monitor CPSB email and the district website at <http://www.cpsb.org> for news until regular district operations are established.
4. If possible, protect tech equipment by storing in a locked, safe location away from windows.
5. Ensure that all staff follow the guidelines below before leaving campus.

### Teachers and Staff

1. Backup any important files on computers or other digital devices to OneDrive.
2. Power down and unplug all computers and printers from the electrical and network sockets.
3. If you have a UPS backup device connected to your computer, turn it off then unplug.
4. Teachers should take home their teaching laptop.
5. Have students take home the device assigned to them from the school.
6. Raise tech equipment so that it is off the floor and move any equipment away from windows or other vulnerable areas.
7. If possible, move iPads, laptops, and other mobile devices to a locked room.
8. Use plastic garbage bags or other plastic sheeting to cover the equipment.  
**\*\*\* Very important! – In order to prevent moisture buildup, do not tape or seal the enclosure! \*\*\***
9. **Do not power down servers or equipment in network racks.**
10. Take home any personal items.
11. Take a photo of your classroom before you leave campus.
12. Make sure you have a school emergency contact list before leaving campus.
13. All employees should regularly monitor CPSB email and the district website at <http://www.cpsb.org> for news until regular district operations are established.