

# The School District of Escambia County

## Hurricane Procedures

### Network Equipment

#### **IMPORTANT:**

- Prior to storm, locate all computer network equipment closets and racks. Make sure that keys are available for these locations in case someone other than the person normally responsible needs to get to this equipment.
- **DO NOT** disconnect or unplug Telephone systems or file servers.
- **DO NOT** turn off or unplug power to the school surveillance system, the instructional TV head-end equipment, or network. Otherwise, the volunteers and people seeking shelter at your school cannot keep up with storm conditions. Shut down, unplug, and cover all studio equipment.

#### **PROCEDURE SECTIONS:**

- A. School district shutdown is ordered during normal work hours
- B. Equipment startup
- C. Equipment Drying Procedures

#### **A. School district shutdown is ordered during normal work hours**

- 1) Workstation Computers:
  - a) Shutdown unit according to its proper shutdown procedures.
  - b) Make sure all parts of the workstation computer, including monitor and any peripheral equipment, are powered off.
  - c) DO NOT unplug the network cable.
  - d) Unplug the power cord(s).
  - e) For any computer processor units sitting on the floor, they must be elevated to prevent possible flood damage.
  - f) Cover all parts of the unit with a plastic bag. This includes all peripheral equipment, such as printers, and scanners.
  - g) If workstation computer or peripheral equipment needs to be disassembled and moved; disconnect according to instructions above, then bag up and label all associated cables/ parts with computer/peripheral District Property ID or unit Serial Number if no District ID.
- 2) Network Printers/ copiers/ fax machines:
  - a) Turn off unit.
  - b) DO NOT unplug the network cable.
  - c) Unplug the power cord.
  - d) Cover all parts of the unit with a plastic bag.

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#### **REMEMBER:**

- After the storm, **DO NOT** plug any power cords into the electrical outlets if there is any sign of water damage or standing water. Please notify appropriate personnel of this situation.

#### **B. Equipment startup**

**IMPORTANT:**– Verify equipment is dry per Section C. Equipment Drying Procedures at the end of this document.

- 1) Fileservers, if any are on campus:
  - a) If unit is off, turn on the fileserver,.
  - b) Wait for the fileserver to finish booting, before turning on workstations. This may take 10-15 minutes.
- 2) Workstation Computers:
  - a) Uncover and reassemble any previously disassembled workstations.
  - b) Plug in power cords.
  - c) Turn on workstation computer.
- 3) Network Printers/ copiers/ fax machines:
  - a) Uncover and reassemble any previously disassembled units.
  - b) Plug in power cord.
  - c) Turn on unit.

#### **C. Equipment Drying Procedures**

- 1) Process for Evaluating Dry Computer Equipment:
  - a) Dry for three days after the air conditioning has been restored to the area.
  - b) Connect the computer equipment for normal operations (power, network, peripherals, etc.).
  - c) If the computer equipment does not function properly, fax a Computer Equipment Damage Form to Tech Advanced and Internal Auditing. Requests for repair are subject to the district's repair guidelines. Any computer equipment that is not eligible for repair under the district's repair guidelines should not be reported to Tech Advanced but should be faxed to Internal Auditing for later evaluation.
  - d) Maintain a master list of all computer equipment damaged by the storm. That list should include all computer equipment submitted to Tech Advanced and/or Internal Auditing.

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- e) If Tech Advanced is unable to repair the computer equipment, complete and submit a Property Disposal form on it. Mark on the form that the disposal is for equipment damaged by “storm name”.
- 2) Process for Evaluating Computer Equipment Covered in Wet Plastic:
- a) Dump any standing water remaining in equipment.
  - b) Dry for five days after the air conditioning has been restored to the area.
  - c) Connect the computer equipment for normal operations (power, network, peripherals, etc.).
  - d) If the computer equipment does not function properly, fax a Computer Equipment Damage Form to Tech Advanced and Internal Auditing. Requests for repair are subject to the district’s repair guidelines. Any computer equipment that is not eligible for repair under the district’s repair guidelines should not be reported to Tech Advanced but should be faxed to Internal Auditing for later evaluation.
  - e) Maintain a master list of all computer equipment damaged by the storm. That list should include all computer equipment submitted to Tech Advanced and/or Internal Auditing.
  - f) If Tech Advanced is unable to repair the computer equipment, complete and submit a Property Disposal form on it. Mark on the form that the disposal is for equipment damaged by “storm name”.
- 3) Process for Evaluating Wet Computer Equipment:
- a) Dump any standing water remaining in equipment.
  - b) Dry for seven days after the air conditioning has been restored to the area.
  - c) Connect the computer equipment for normal operations (power, network, peripherals, etc.).
  - d) If the computer equipment does not function properly, fax a Computer Equipment Damage Form to Tech Advanced and Internal Auditing. Requests for repair are subject to the district’s repair guidelines. Any computer equipment that is not eligible for repair under the district’s repair guidelines should not be reported to Tech Advanced but should be faxed to Internal Auditing for later evaluation.
  - e) Maintain a master list of all computer equipment damaged by the storm. That list should include all computer equipment submitted to Tech Advanced and/or Internal Auditing.
  - f) If Tech Advanced is unable to repair the computer equipment, complete and submit a Property Disposal form on it. Mark on the form that the disposal is for equipment damaged by “storm name”.
- 4) Process for Handling Damaged Computer Equipment:
- a) Dump any standing water remaining in equipment.
  - b) Fax a Computer Equipment Damage Form to Tech Advanced and Internal Auditing. Requests for repair are subject to the district’s repair guidelines. Any computer equipment that is not eligible for repair under the district’s repair

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guidelines should not be reported to Tech Advanced but should be faxed to Internal Auditing for later evaluation.

- c) Maintain a master list of all computer equipment damaged by the storm. That list should include all computer equipment submitted to Tech Advanced and/or Internal Auditing.
- d) If Tech Advanced is unable to repair the computer equipment, complete and submit a Property Disposal form on it. Mark on the form that the disposal is for equipment damaged by “storm name”.