

College of Charleston, Department of Psychology Recommendations for Hurricane or Storm Evacuation Protection of Personal Computer Equipment

See CofC's Emergency Preparedness Plan web site <http://www.cofc.edu/emergency/index.html> for information on preparing for a weather emergency. Please take a moment to read through the links on this page now, before you need it. There are currently no specific recommendations for protection of your computer equipment provided by the college. However, you will find some useful information at the following addresses: <http://www.musc.edu/weatheremergency/> and more specifically at <http://www.musc.edu/infoservices/disaster/computers.html>.

For your own PC(s) and other equipment (local printers, portable hard drives, etc.), it is recommended that you follow the guidelines at the MUSC web site. It is essential that you perform all of the following tasks **before** you evacuate:

- **Back up all of your most important data.** Many of you have automated backups set up on the college's servers. A secondary back up is recommended for all essential documents and data. Any data on your computer that is not backed up through the college's backup network should be backed up to portable media. **Take the floppies, zip disks, CDs, DVDs, or portable hard drive(s) with you when you evacuate.**
- If you have a laptop, **take it with you when you evacuate.**
- In the event of an evacuation, shut down your computer.
- Unplug the computer and all of its components (monitor, printer, and any other peripherals) from the wall electrical socket, and unplug the network connection jack.
- If the computer is on the floor move it up to a desk or other secure location away from any windows in your office.
- Allow the computer to cool off.
- Wrap the computer as well as the other components in plastic bags or plastic sheeting.
- Duct tape the package(s) in order to make them as waterproof as possible. You should assume total loss and destruction of your equipment due to flooding or leaks from the ceiling.

Once you return to your office, assuming it is dry and conditions are safe, unpack your equipment and plug everything back in. Attempt to log in normally, but realize that college wide resources may not be available immediately upon your return (i.e. access to network drives and data stored at those locations).

Software that you may find helpful for backing up your data:

Foldermatch (www.foldermatch.com) or Acronis True Image (www.acronis.com)

Hardware that you may find helpful:

Maxtor, Seagate and Western Digital all sell portable hard drives that can be used for back up purposes. This equipment may be purchased from local retailers (Office Depot, Staples, Circuit City, Office Max, etc.) or from etailers (www.cdw.com, www.newegg.com, www.tigerdirect.com, www.ecost.com, etc.). If you wish to purchase this software or hardware, plan in advance – availability may be limited prior to a storm.