

Plaquemines Parish School Board

Technology Department
Academic Excellence Through Technology

HURRICANE PREPARATION PROCEDURES POST KATRINA

- I. Labs
 - A. Do not under any circumstances, unless instructed by technicians, shut down any file servers, routers or switches.
 - B. If there is imminent danger of an approaching hurricane, our technicians will begin at the lower end of the parish and properly shut down any file servers, routers or switches. Once this is done, you should proceed to the next step.
 - C. If the technicians cannot get to the labs, **unplug** the computers and components, and **pull** the tables away from windows.
 - D. Lesson learned: There is no need to cover the computers with plastic.

- II. Classroom workstations attached to network or stand alones.
 - A. **Unplug** all components.
 - B. If these units are at or close to a window and can be moved as a whole unit, **move** them away from window as far as necessary.
 - C. Lesson learned: There is no need to cover the computers with plastic.
 - D. USE COMMON SENSE.