M E M O R A N D U M

TO: All Locations

FROM: Information Technology Services (ITS)

SUBJECT: **HURRICANE PREPARATION PROCEDURES FOR EQUIPMENT**

In preparation for the possibility that Hurricane Frances will impact South Florida, all locations should take immediate action to insure the safety of all equipment. On Tuesday, August 31, a memorandum was sent by Dr. Rudolph F. Crew, Superintendent of Schools, with instructions for hurricane preparation. Administrators were requested to review the Disaster Recovery Plan that is available from e-handbooks on the District's web page. Information regarding the preparation of equipment in this document has been pulled and is in process of being updated. Dr. Crew's memorandum has been attached for your reference.

This memo is being sent to clarify the procedures for securing all equipment. Please follow the steps below:

- All workstations should be shut down in an orderly manner, unplugged from the power supply and covered with plastic. Do **not** disconnect from the network, if possible.
- Servers that are **not** attached to an Uninterruptible Power Supply (UPS) should be treated the same as a workstation.
- Servers that are attached to a managed UPS should be left on. A managed UPS is one that has a serial cable running from the UPS to the server. Servers that are attached to a managed UPS will shut down in an orderly manner on their own if the power goes off. They will also start up on their own when the power is restored.
- Servers that are attached to a UPS, but are not managed, should be shutdown in an orderly manner and then turned off. They do not need to be unplugged if they are plugged into a UPS as the UPS provides surge protections. The UPS can be unplugged, if flooding is a possibility.
- Leave the power on all switches, hubs, routers and domain controllers, if possible. Do **not** cover as this will damage the equipment due to overheating.
- ITS Equipment (Active Directory and Dadeschools.net servers) – Leave the power turned on. ITS will control the activity of these devices.
- Telephone sets – All telephone sets should be covered.
- PBX Switches – Do **not** power off and do **not** cover the PBX equipment.
- Back up Critical servers and store the backup in a secure location or off site.

If you have any questions regarding the information or these processes, please call Support Services at 305-995-3705(0).