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|  | Technology Services | SOP # | LV-MO-100 |
| | | Revision # | 1 |
| | | Implementation Date | 8-23-2017 |
| Page # | 1 of 2 | Last Reviewed/Update Date | 8-24-2017 |
| SOP Owner | Frankie Jackson | Approval Date | 8-24-2017 |
| SOP Name | Preparing for a Hurricane | | |

Standard Operating Procedure

1. Purpose

The purpose of preparing for a hurricane is to take measures to prevent a disaster or to mitigate its effects beforehand. There are various threats that could occur if the district is hit by a hurricane. Reviewing the vulnerabilities and taking steps to minimize our risk will ensure sustainability of technology resources. There are two primary concerns that affect technology: flood and high winds.

For flooding, many of the facilities in the Cypress-Fairbanks ISD district are located where flooding is always a possibility. Not only could there be potential disruption of power caused by the water, flood waters can bring in mud and silt that can destroy sensitive electrical connections. The presence of water in a room with high voltage electrical equipment can pose a threat of electrical shock.

For high winds, building construction makes a big difference in the ability of a structure to withstand the forces of high winds. Strong winds are often accompanied by heavy rain, so a double threat of wind and water damage exists if the integrity of the roof is lost. The major cause of damage to technology infrastructure will be from rain and wind. Broken doors and windows will allow the wind with its rain and debris to come into the buildings. By moving technology infrastructure and all portable devices to protected locations in the building, the chances of damage can be greatly reduced.

2. Scope

This procedure applies to all staff that are responsible for technology.

3. Prerequisites

Policies and procedures set by the district take precedence over any instructions set forth in this procedure, such as the employee handbook or Board Policy / Administrative Guidelines. This procedure is intended to set expectations in the management of Technology Services staff and resources.

4. Responsibilities

The following responsibilities lay the way for a quick and orderly procedure for an orderly preparation and restoration of technology resources. It is the responsibility of all staff to comply with this procedure.

5. Procedure

The following are the preventative measures for hurricane preparations.

- In all facilities, move as much portable technology equipment to protected locations.
- Wrap as much equipment as possible if plastic is available.
- Move as much equipment as possible to higher ground. Place equipment on or in water resistant objects, such as garbage cans, if appropriate. Get equipment off of the floor where possible.
- Consider removing equipment from the facility all together if feasible.

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Preventative measures for hurricane preparations (continued):

- Be aware that a collapsing ceiling or roof can send potentially damaging debris falling on equipment; locate equipment under a sturdy desk or piece of furniture that could possibly withstand the effects of falling debris.
- Unplug all technology equipment. As a major storm begins, the chances of severe power fluctuations are high as electrical transmission lines and power plants are affected. These power fluctuations can have serious consequences for any equipment left plugged in or turned on.
- Keep the facility in the very best shape possible by regularly checking the sturdiness of the room and doors.
- If time is available, select a protected location and survey the room in question. Try to determine what would occur if the window broke and allowed the wind and rain to enter. Naturally the wind that enters through a broken window has to exit somewhere -- which could be through a door, a ceiling (roof), or another window. This creates a wind-tunnel effect in the room. As a result the computer equipment can not only be damaged by the rain, but also by airborne articles flying around the room.
- If users store electronic data on the hard drive of their devices, the data needs to be backed up to a remote location (flash drive or in the cloud).
- All technology staff should be updated on the procedures.

For emergency contact staff:

- Verify all emergency contact phone numbers (employees and vendors/strategic partners) are up-to-date and have been distributed to appropriate district staff.
- Notify all staff on the emergency contact list to be on standby in the event there is an interruption of service. Request that their personal vehicles are fueled and ready to respond if needed.
- For mission critical systems, complete a full analysis to assure backup and restoration processes are in order and functional.
- Check generator power and assure fuel is full and a plan to refill is in place.
- Contact all emergency and mission critical vendors/strategic partners. Request them to be on standby and prepared to support the district if needed.
- Confirm that all emergency staff have reviewed the plan and is prepared.
- Keep all devices and battery backups fully charged a in the event of a power loss.