Faculty/Staff Office Responsibilities:

- Protect books, valuable papers and equipment by covering with plastic which can be obtained from office administrator.
- Perform a backup of computer files.
- Turn off all power to all equipment. It is critical to unplug all devices that carry electricity. Unplug computers, printers and other electrical equipment.
- Cover and secure vulnerable equipment with plastic.
- Close blinds.
- Take personal possessions home.
- Take home phone numbers of your supervisor home with you.
- Plan to contact your supervisor as soon as possible to report your status.
- Close and latch door when complete.

If courses are suspended:

1. Check the uwf.edu/emergency website, remind your students and staff of it -- updated information will be available there.
2. Turn off all 'automatic openings of online course weeks/sessions' and put in the news that courses are suspended until the university re-opens. We learned in Ivan that students away from campus couldn't understand where their teacher was since the new session/week kept opening every week.
Hurricane Preparedness – Securing Your Computer Equipment

**STEP 1 – Unplug**

Unplug your power and network cables from the wall. Do not disconnect the cables from the rear of your computer or docking station.

When you disconnect the power plug from the wall outlet, always pull the plug (not the cable).

When disconnecting the network cable, ensure you depress the release tab, which secures the cable in the port. Do not forcefully pull the cable from the wall.

**STEP 2 – Cover Monitors**

Using the supplied black plastic bags, cover all monitors. Most display screens should fit within the supplied bags.
STEP 3 – Cover Computer

Fully cover the computer tower; the rear panel is the most vulnerable. Ensure the computer’s power is off; do not use the computer while it is covered (see Power Warning below). In most cases, you should not need to disconnect any cables from the rear of your computer. If cabling is obstructing your ability to properly cover your computer, please contact Technology Support Services for assistance.

STEP 4 – Cover Other Devices

Cover any additional devices to the best of your ability. For devices too large to fit properly, it may be necessary to slit the bag and tape it closed. Otherwise, you may require additional bags or need to make alternative arrangements. Additionally, depending on the number and location of devices, you may need to request additional plastic bags for adequate coverage.
**EXAMPLE: Right vs Wrong**

Right- Computer is OFF. Computer is fully covered. Cabling excess is tucked into bag. Ensure the bag comes fully to the floor. The bag may be pulled under the computer case to secure the bag further.

Wrong- Computer is ON. Computer is partially covered. The back panel of the computer and cabling are exposed.

!!POWER WARNING!!

Ensure all devices are powered off and unplugged PRIOR to wrapping your equipment with the plastic bags. If your device remains on, it can cause heat to build up within the enclosure and cause serious damage to your equipment.