



## Pre-Disaster Checklist

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- ✓ Protect vital records. Clear desktops, tabletops, floors and exposed horizontal surfaces of materials likely to be damaged by rising water, leaks or wind.
- ✓ Shut down and unplug computers, printers and other electrical appliances. Assure that equipment that must remain energized is connected to surge protectors.
- ✓ All equipment, fixed assets, electronics and other valuables must be elevated and covered with heavy-duty plastic sheeting and tape or wrapped securely.
- ✓ Back up computer hard drives. Place flash drives and CDs in Ziploc bags or other protective containers and take or send duplicates off site.
- ✓ Relocate equipment and other items away from windows to interior areas of the building. Assure that equipment and items that are relocated are tagged for easy identification and retrieval.
- ✓ Remove all personal electronics from VIDE premises.
- ✓ Check with your supervisor for tentative post-occurrence work schedule.

## Post-Disaster Checklist

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- ✓ Do not attempt to re-enter an evacuated area until authorized to do so by the governing authorities.
- ✓ Conduct a detailed inventory check of any property to account for all assets that have been damaged to help in preparation of claims reporting. (see FAM 3.13 Missing, Stolen or Damaged form)
- ✓ If property is deemed stolen or missing, please contact VIPD and the Fixed Asset Management Division.