

Pre-Disaster Checklist

- 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 zip lock 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

- 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 has been damaged to help in preparation of claims reporting. (see FAM 3.13 Missing, Stolen or Damaged form)
- If you need to report a property loss, contact VIPD and the FAMD.