This checklist will guide office staff through an appropriate shutdown of equipment before a disaster or evacuation.

**READY TO RESPOND** DISASTER STAFFING TOOLKIT

Office Shutdown

Checklist



|  |  |  |  |
| --- | --- | --- | --- |
| Office building address |  | | |
| Person assigned to oversee shutdown |  | Date |  |

|  |  |
| --- | --- |
| Tasks | Initial when complete |
| Notify building owner that you are shutting down the site. |  |
| Move all electrical equipment from the ground floor to higher ground or another secure location. Unplug electrical appliances and move them to a secure location. |  |
| Place plastic tarp covers over all electronic equipment. |  |
| Contact the **IT Team Leader** for instructions on safe shutdown of server and associated server equipment and confirm file backup protocol. |  |
| Lock cabinet and storerooms. |  |
| Remove air-conditioning units from windows. |  |
| Move all company vehicles to a secure location. |  |
| Change phone voicemail greetings to reflect shutdown and provide emergency contact information. |  |
| Confirm with the **Human Resources Team Leader** that staff assigned to be first to arrive after the disaster have office key. |  |
| Lock all interior and exterior doors as you leave. |  |
| Notes | |

Enterprise Community Partners, Inc.