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	Hurricane Preparedness			
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1.0. SCOPE

This document outlines the procedure for hurricane preparedness in order to limit equipment damage and end user downtime during hurricane season which takes place from June 1st to November 30th.

2.0. OWNER

The Director of AGS Shared IT (“the Director”) owns this procedure. No changes, additions, or alterations may be made without the owner’s expressed written permission.

3.0. REFERENCE DOCUMENTS

- AGS411.info

4.0. ASSOCIATED DOCUMENTS/FORMS

- None

5.0. DEFINITIONS

- HURCON – Abbreviation for Hurricane Condition. The scale used by the United States Air Force to describe the intensity and timing of an incoming hurricane.

6.0. PROCEDURE

6.1. AGS Shared IT (“IT”) should complete an inventory of hurricane supplies within 30 calendar days preceding the start of each hurricane season on June 01.


The hurricane supplies required each year are:

- Gallon-sized Ziplock bags (at least one for each active employee onsite)
- 33-gallon black trash bags (at least 2 for each active employee at the site)
- Enough tarps or plastic sheeting to cover all server racks, projectors, equipment storage room, TV’s, copier/printers and any other equipment that cannot be removed from its assigned location.

6.2. IT should package each gallon-sized Ziplock bags with two (2) 33-gallon black trash bags to create a hurricane preparation kit. Enough kits should be created to provide one to each onsite employee.

6.3. The internal IT department emergency contact list should be updated with the most current contact phone number, a backup contact method, and an evacuation plan.

Printed or saved copies are considered uncontrolled and shall be used for reference only.

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6.4. The WASS Global Mission Center (GMC) monitors the progress and timing of incoming storms. When HURCON 4 is declared by the GMC, each end user will be provided with the hurricane preparation kit described in section 6.1, and will be asked to unplug all equipment, remove any equipment from the floor, and move all equipment onto their desk so that one or two trash bags can completely fit over the equipment.

6.5. IT will activate and update emergency contact numbers, ags411.info, and social media outlets.

6.6. IT will cover any equipment on the floor and in storage. The server room equipment will be lightly wrapped as to prevent water damage.

6.7. The Corporate Helpdesk in Wood Dale, IL will take over primary AGS Helpdesk functions in the case AGS Shared Services IT cannot support remotely.

6.8. Reroute Network???

6.9. The WASS GMC, Shared Services Facilities, WASS Safety, and the Senior Leadership Team will conduct the post-storm inspection to clear the building for damage and safety concerns. Return-to-work information will be published on the emergency hotline, ags411.info, and social media outlets.

6.10. End users should inspect their workstations for any damage or any standing water and should reach out to WASS Safety to inspect if there are any concerns.

If there are no concerns, the end user can remove the black trash bags and plug in the equipment. End users should contact the Shared Services Helpdesk to troubleshoot suspected damaged equipment.

6.11. Distributed hurricane preparation kits should be retained by end users for reuse unless damaged. Damaged and used kits should be discarded at the end of each hurricane season on November 30th.

7.0. REVISION HISTORY

REV #	Description of Changes	Effective Date
0	Initial Issue	11/2/2020



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