

**NC STATE UNIVERSITY**  
**Disaster Checklist**

***This checklist offers suggested tasks to remember to do in the event of a Disaster.***

- q Retrieve the departments Business Continuity Plan by using LDRPS or by contacting the Department of Business Continuity and Disaster Recovery at 515-5201

**Facilities**

- q Contact your Building Liaison so they can contact Facilities Operations at 5-2991 to create a work order in request of alternate space for your department.
- q Safeguard as much as possible areas that could get wet by placing plastic covers over equipment and moving equipment off the ground.

**IT**

- q Contact ETSS Help Desk to check on system status.
- q Contact ITD Help Desk for system status (515-4357).
- q Identify a person who will know the building to work with fire or police other than building liaison.
- q Order hardware for critical processes (computers, printers, servers).
- q In the event of relocation to alternate site, contact the Assistant Director of Disaster Recovery at 515-9228 or the Director of Computer Operations at 515-5421 to ensure the infrastructure is in place.
- q Consider wireless computers/laptops that could be used by staff.
- q Test user logins to web based applications to assure they work properly. Contact the ETSS Help Desk at 513-1178 if problems occur.
- q

**Telephones**

- q Contact ComTech to transfer telephone numbers to alternate work site.
- q Coordinate with Administrative staff to Order telephones
- q Update voice mail with disaster related message.

**Business Operations**

- q Order office furniture; consider going to NC State Surplus.
- q Order forms, special stock paper.
- q Order equipment supplies (toners, chemicals).
- q Make hotel and dining accommodations for critical staff.
- q Evaluate transportation needs.
- q Use work around procedures for handling cash transactions.

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**Communication**

- q Use Call Trees to contact employees.
- q Make sure if alternate site is used that directions are available
- q Check in with IT Help Desk to confirm status
- q Coordinate all news media with Public Affairs Office
- q Notify Departments of the disaster related event and any changes in processes.
- q Notify Third Party Providers of the disaster related event and any changes in processes.
- q Contact Vendors that support critical processes to request assistance or notify them of a delay.
- q Contact mail delivery services to notify them of any change in location.
- q Contact students to inform them of any process or location changes.
- q Review the NC State Home Page for updates and the emergency conditions hotline at 513-1888.

**Security**

- q Evaluate in Card Access needs.
- q Ensure all employees have Employee ID cards and are be prepared to show them
- q Safeguard sensitive vital records.

**Human Resources**

- q Review policies for sending employees home.
- q Set up counselors for employees.
- q Obtain the contact number and status of employees for family matters that may call in.

**\*Call the Department of Business Continuity and Disaster Recovery at 515-5201 or 795-1110 for assistance if needed!**