

## **INFORMATION SHARING REPORT**

### **June 7, 2021**



### **IT TIDBITS:**

#### **First Onsite/Essential Workers-Technology Needs**

#### **No such thing as being “too prepared”.**

Planning for a workplace interruption – With ample warnings and tracking, hurricanes/tropical storms should not catch any of us by surprise.

Have your work items ready to go!

- Change your login passwords last day in office prior to storm.
- Laptop/Tablet fully charged – Remove power supply/charger and or docking station from workspace.
- In anticipation of a full power outage – Build or copy your vendor contact list and place on a flash drive.
- Take must have files on your desktop should be placed into appropriate network drives. Network drives are backed up.
- Take external hard drives.
- Remove/take your USB headset – Not the one attached to your phone.
- Take your mobile device (Cell phones/MiFi devices) charger on last day prior to storm.
- Ensure you have batteries for any wireless devices, keyboard, or mouse.
- Cover monitors, workstations, keyboards left behind with plastic bags.
- Remove items off the floor and cover.
- Remember that mask? It may come in handy to reduce dust particles at your designated work area upon your return.

