

## Employee Evacuation Preparation Checklist

Once an office closure has been issued:

- ✓ Submit all hours for payroll.
- ✓ Complete instructions from IT regarding data backup processes.
- ✓ Set applicable voicemail greeting and "Out of Office Assistant" message.
- ✓ Leave an emergency number and/or email address where you can be reached with your supervisors and coworkers and be sure to have their contact information as well.
- ✓ Let your supervisor know your evacuation plans and remember to check in to keep them posted on your whereabouts.
- ✓ Take your disaster packet with you and be sure to have the company hotline number handy. It is 1-866-WINK911. Call in daily to get company updates regarding office closures, etc. Also, be sure to check updates on our emergency webpage [www.wink911.com](http://www.wink911.com), and send messages to [intouch@wink911.com](mailto:intouch@wink911.com).

Make sure the following items are completed for your personal space:

- ✓ Turn off your computer and monitor. Unplug your computer. If you have a laptop computer take it with you.
- ✓ Unplug surge strips, phones, and other items that might be damaged by power surges or water.
- ✓ Cover your computer screen with a small or medium garbage bag to avoid damage from leaking ceilings.
- ✓ Take home personal items or move them to a desk drawer or file cabinet.
- ✓ Make sure all file cabinets are closed and locked.
- ✓ If you have a window in your office, please make sure it is closed and locked. Pull down and close any shades.
- ✓ Turn off all lights in your area.
- ✓ Close and lock door to your office.

Before leaving the office:

- ✓ Remove food from refrigerator and freezer.
- ✓ Make sure company vehicle is secured in a safe place.