## Attachment H – Information Technology Areas Closure Checklists

These checklists are intended to provide HWCOE Information Security Managers (ISMs) and primary IT workers a list of tasks to consider prior to a University shutdown. General instructions to users, i.e. turning off and unplugging equipment, are included in *Attachment B - Administrative and Office Areas Checklist*. **This checklist should be completed as part of Appendix B – Tropical Weather Plan and includes two parts: Annual Review Checklist and Shutdown Checklist**

### Annual Review Checklist:

At least once a year the following items should be completed to insure IT staff are able to shut down operations in an efficient manner without impacting critical IT resources when a UF shutdown is announced. These actions also protect unit information systems and insure timely recovery after a shutdown:

| **** | **Action/Task** | **Staff Responsible** | | **Notes** |
| --- | --- | --- | --- | --- |
| **Primary** | **Alternate** |
|  | Review and Update **Attachment I - Critical IT Resources Inventory** (critical IT resources are those that must remain functional due to safety, cost, or other relevant factors) |  |  |  |
|  | Verify the integrity and operation of unit backups |  |  |  |
|  | Test UPS batteries |  |  |  |
|  | Test environmental monitors |  |  |  |
|  | Test network monitoring systems |  |  |  |

### IT Shutdown Checklist:

When impacts from tropical weather are possible, consider necessary preparations to suspend ongoing research involving unit IT systems. When UF suspends normal operations, postpone operations, secure equipment and complete the checklist. **Note, personnel should not stay in HWCOE facilities during a storm if UF has suspended normal operations.**

| **** | **Action/Task** | **Staff Responsible** | | **Notes** |
| --- | --- | --- | --- | --- |
| **Primary** | **Alternate** |
|  | Report Essential Personnel contacts for Critical IT Resources staying on Campus during the emergency shutdown to the CEOT. |  |  |  |
|  | Consider turning off and unplugging (power & networking) non-critical IT infrastructure. Notify users of any Information System shutdowns as a result. |  |  |  |
|  |  |  |  |  |