Guidelines for Safeguarding Personal Equipment Hardware and Software During Implementation of the Emergency Weather Plan

**Audience**  
All personnel in the Pulmonary Laboratories: Pulmonary Function Clinic, Bronchoscopy Service and Center for Pulmonary Rehabilitation.

**Purpose**  
To provide guidelines for safeguarding equipment hardware and software during implementation of the emergency weather plan.

**Policy**  
The UTMB Clinics Practice support staff will be responsible for following established procedure to prepare all automated systems for safeguarding when the emergency weather plan is implemented.

**Supplies:**
- Large thick plastic bags and fasteners.
- Diskettes and/or tape cartridges.
- Labels for diskettes, large plastic bags and cables.
- Tool kit containing tools designed to be used with computing equipment.

**Preparation:**
- Record all serial numbers, UTMB tag numbers and BMEE tag numbers from all computing equipment in case equipment gets damaged or misplaced.
- Make a list of person(s) who are responsible for packing/unpacking computing equipment.
- Backup application data from computers or backup unit. This will include all critical data from the hard drives.
- Store backup diskettes away from UTMB or in a vault to assure protection from wind or water damage.
- Turn off all computing equipment. If unsure of correct procedure, call extension 25200.
- Unplug all cables (cords) from computer equipment and wall outlet(s).
- Disconnect the keyboard, mouse and printer from the back of the computer’s system unit. If you have an external modem or external drive, disconnect it also. The label should contain: name of person and room number or the person who uses the equipment.
- Carefully place the monitor and monitor cables in one large plastic bag. Fasten the bag tightly to guard against humidity and water. Place a label on outside of the bag. The label should contain: name of person who uses equipment.
- Carefully place the system unit, cables, mouse and keyboard in another large plastic bag. Fasten the bag tightly to guard against humidity and...
water. Place a label on the outside of the bag. The label should contain:
name of person and room number of the person who uses the equipment.

- Carefully place the printer and printer cables in a large plastic bag. Fasten
  the bag tightly to guard against humidity and water. Label with the name
  and room number of the person who uses the equipment.
- Place bagged equipment in an inside office – away from any windows that
  could be broken during a storm.
- Bag documentation and any other important computer printouts.

This form documents the approval and history of the policies and procedures for the
Pulmonary Function Laboratory. The Medical Director signs all policies verifying initial
approval. Annually thereafter, the Director and/or designee may approve reviews and
revisions.

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<td>Medical Director Pulmonary Laboratory</td>
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