



Department of Revenue Guidelines Preparing Offices for Severe Weather

Preparing for severe weather events, such as an approaching hurricane, tropical storm, or even a severe thunderstorm, is important to ensure the health and safety of Department of Revenue (DOR) team members and protect DOR resources. The following guidelines will assist team members in preparing DOR offices during a severe weather event.

Stay Informed

- Monitor news media for current weather conditions in your area and surrounding areas.
- Monitor DOR office closure information through the Department's Office Closure Information hotline (1-888-367-8595) and/or the DOR [Emergency and Disaster Information](#) webpage.

Protecting DOR Equipment and Information Resources

- Unplug all computers, monitors, printers, and other equipment from electrical outlets or other power sources.
- If the equipment is located on the floor or other area where it could be damaged or destroyed by wind, rain, or debris, move it to a desk, table, or other location off the floor.
- If you have files or other documents on the floor, including those in bottom file drawers, that could be damaged or destroyed by wind, rain, or debris, move them to a desk, table, or other location off the floor.
- Secure confidential information in a locking file cabinet or other secure location where it cannot be damaged or destroyed by wind, rain, or debris.
- While data should never be stored on computer hard drives, if you have critical data that is not saved to the network, save it to the network.
- Close all window blinds and office doors.
- Turn off all lights, except emergency lighting, and, if appropriate, activate security and fire alarm systems upon departure.
- If in a private, leased facility, notify the property owner or property manager when you close the office and leave the building.
- Promptly report damage to DOR equipment to your supervisor and through [Ethics Link](#).

Miscellaneous

- Remove perishable food items from refrigerators.
- Remove or store any personal items that could be damaged or destroyed by wind, rain or debris.