



Department of Revenue Guidelines for Teleworkers Preparing Yourself and Your Home Office 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 DOR team members who are currently teleworking, and using DOR-assigned equipment to perform their job duties from home, during a severe weather event.

Protect Yourself and Your Family

- Create a [family disaster plan](#) and practice the plan with your family members.
- Make sure your contact information in People First is up-to-date.
- Make sure your contact information in the [DOR Alert Notification System](#) is up-to-date.
- Follow instructions from state and local officials regarding evacuations or other safety measures for your area.
- Notify your supervisor if you evacuate to another location.
- Respond to DOR emergency management communications when directed to do so.

Stay Informed

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

Protect DOR Equipment and Information Resources

- Unplug all computers, monitors, printers and other equipment from electrical outlets or other power sources. Also, unplug network cables connected to your home's router.
- If the equipment is located on the floor 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.
- If you evacuate your home, you may take your DOR equipment with you if it is easy to do so and will not interfere with your evacuation efforts.
 - If you are able to take your equipment with you, notify your supervisor what equipment you are taking with you. References for protecting DOR resources include:
 - [Top 6 List for Safeguarding Laptops and Confidential Information](#)
 - [Protection and Use of Information Technology Resources](#)

- If you cannot take the equipment with you, contact your program management for instructions. If you cannot reach your program management, leave the equipment at your home securing it as identified above.
- Promptly report damage to DOR equipment to your supervisor and through [Ethics Link](#).