

INCLEMENT WEATHER TECHNOLOGY SERVICES PROCEDURE

Related Board of Trustees Policy: N/A

Approval: August 2012

Revision:

NC Statewide Technology Standard(s): 90303a

Purpose: Provide an overview of the role of Technology Services before/during and after inclement weather has impacted the College.

The Director of Technology Services will send a memo reminder to all staff and faculty to power down all computers, printers, faxes, scanners, and other electronic equipment connected to power.

Technology Services will inspect every lab to ensure that these procedures have taken place.

The Network Administrator, as directed by the Director of Technology Services, will determine if the servers and switches in Havelock will be shut down prior to a storm.

The Network Administrator, as directed by the Director of Technology Services, will determine if the servers at Craven Community College will be powered down prior to a storm, except for the GroupWise and the Craven website servers.

All servers and switches are protected by a UPS for a period from 2.5 to 5 hours.

Technology Services personnel will be “on call” during the entire storm for consultation.

The System Administrator and the Network Administrator will create backups of all data services, including Datatel, and store these backups off campus.

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