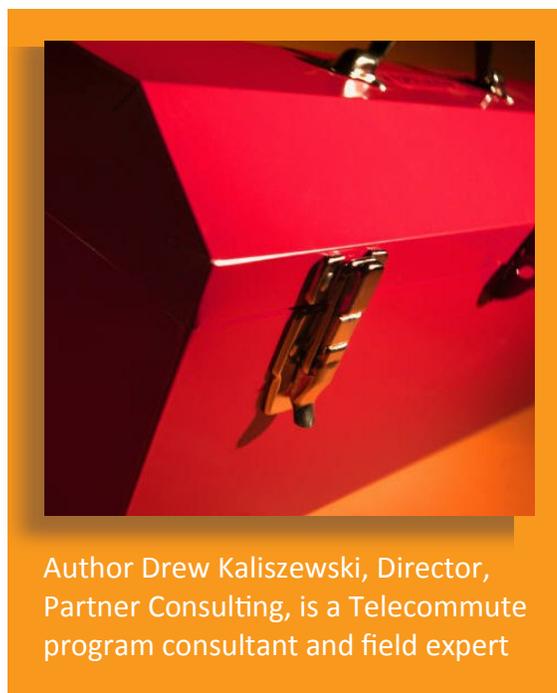


Telecommuter Emergency Checklist

Don't wait for an emergency to be prepared: Use this Telecommute Check-list to ensure business continuity during critical times.

Communication

- √ Keep a hard-copy list of all critical contacts including phone numbers and email addresses that are kept online, as well as URL addresses and log-ins to access frequently used sites.
- √ Have a list of phone numbers and links to utility companies so that you can contact them to understand the extent of the outage and possible restore time.
- √ Keep in touch with your manager and co-workers and let them know what capabilities you have access to and what you don't, and the best way to reach you.
- √ If there are time-critical tasks you may not be able to complete, ask for assistance from a manager or co-worker who may want to assign the task to someone with more capabilities.



Procedural

- √ Always back-up critical files.
- √ When working under an emergency situation, save your work often.

[More >>>](#)

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- √ In the event that computer applications stop working, collect critical data manually (pen and paper) in order to enter online when the application is back up.

Technology

- √ Take note of locations in your area that may provide a public computer or free wireless access such as the library or local coffee shop. You can use these places to get online until your home-Internet connection is restored. Take a power strip as there may be limited power outlets.
- √ Plan on using your cell phone, instead of your house phone during a power outage. Previous phone service that worked without power is being replaced with newer offerings such as VoIP (Voice over Internet Protocol) and Cable TV - provided services that will not work without power unless they are on a battery back-up.
- √ Have extra (fully charged) batteries for laptops and cell phones available.
- √ Instant USB/Mini USB Chargers are available that can be used for devices that charge through USB/Mini USB cables. This device is helpful as a back-up power supply for smart phones and tablets or other similar USB charging devices.
- √ A car charger can be used to power your cell phone with your car battery.
- √ A small UPS (uninterruptible power supply) can be used to power your Internet modem/router and Switch /WiFi Switch. This allows you maintain access to the Internet even while the power is out. The duration of a UPS is based on its capacity and load. A UPS is helpful to get through a short duration outage.
- √ A VoIP Telephone will require power. If a UPS is available, it should be plugged into a UPS.
- √ You may choose to have your VoIP phone forwarded to your cell phone for an extended power outage.

Other

- √ Battery-powered lights, flashlights, spare batteries and a transistor radio are also good to have on hand.

For more on telecommuting's role in business continuity, call us at 877-CT-RIDES (287-4337) or email info@TelecommuteCT.com

