



Subject: Urgent Advisory on Potential Flooding and IT Equipment Safety

Dear All Staff, we are writing to inform you about the potential risk of flooding in the coming days, which could affect several of our office and warehouse locations, including **SSA7 Khamkong, Saysaath Branch 1, IMDC, SSA2, Viengthong-KSD Building, VTP Warehouse, and KSD Warehouse**. To ensure the safety of our IT equipment and to prevent damage, we kindly ask for your cooperation in the following:

1. **Before leaving the office today**, please ensure that all IT equipment such as **UPS, computers, POS systems, and other electronic devices** are safely unplugged.
2. For staff on the **ground floor**, we ask you to move any **IT equipment and electrical plugs** to higher surfaces, such as **tables or desks**, to protect them from potential water damage.
3. If there is an imminent risk of flooding, consider relocating important equipment to the **second floor** or other higher floors for added protection.
4. Ensure that all **network and power cables** are safely unplugged to avoid any electrical hazards.

Please note that this includes equipment located in **Viengthong-KSD Building, VTP Warehouse, and KSD Warehouse**. Staff in these locations should follow the same safety procedures to protect valuable equipment from potential water damage. If you experience any issues or require assistance, please contact the following IT personnel:

- **Vongsakone Thanonekeo**, IT Application Manager – [+856 20 56 699 594]
- **Saymy Northongparsith**, IT Infrastructure Engineer – [+856 20 56 565 601]

We ask everyone to stay alert to the situation and assist each other in safeguarding the equipment. If there are any further updates or instructions, the IT team will keep you informed. Thank you for your cooperation in helping us protect our systems during this critical time. Best regards,

IT Team

KST Group

12/09/2024