

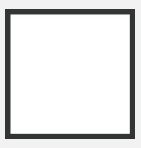
# Hurricane Prep Checklist

## How to Prepare Your Business for Hurricane Season

If you have a resident or business near the coast, you probably know the hurricane season drill. Whether it's prepping hurricane safety kits, filling up on gas, or stocking up on bottled water and non-perishables at the grocery store, you're familiar with how to prepare.

However, it's also important for small and medium sized businesses (SMBs) to prepare for hurricane season to protect their business' precious data..

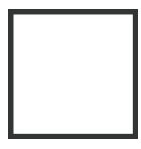
## BEFORE THE STORM



### Backup all data frequently by following the 3-2-1 Backup Rule

To best prepare your business for a hurricane, follow the 3-2-1 backup rule. The 3-2-1 backup rule recommends keeping three copies of your data stored at two different locations and storing one additional copy off site.

Because hurricanes are known to cause power outages and flooding, it's important to have multiple copies of data to back up your business data.



### Establish communication expectations

When a hurricane is approaching, it's important to communicate with all business stakeholders, including clients, employees, and vendors, to keep them updated on information regarding their data and business operations.

Before a storm occurs, set communication expectations with your clients and employees, including:

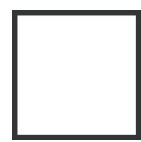
- How you will reach out to them (email, phone call, SMS text, etc.)
- How frequently you will communicate (proactively or reactively?)
- How they can best reach you in the event of a natural disaster.

Maintain a contact list and store it in three places: the cloud, on your hard drive, and in your pocket. Having various copies of data will offer multiple ways to safe-keep your data and contact stakeholders before, during, and after.



### Make sure your IT inventory is up to date

Before a natural disaster, it's good to have an accurate inventory of your business's IT assets. This is useful for insurance claims and for any technician troubleshooting issues following the storm.

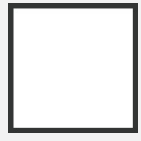


### Move your business devices to a secure location

To minimize damage to your network devices, you should protect your electronic devices in multiple ways.

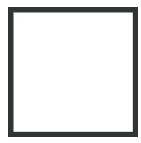
- Shut down and unplug devices to protect them from power surges
- Move devices away from windows to protect them from breaks
- Move devices off the ground and cover them to protect them from elemental damage

Consider moving all devices to an alternative location that is safe from harsh weather. This will improve your chances of avoiding serious damage.



### Have a business continuity and disaster recovery (BCDR) plan

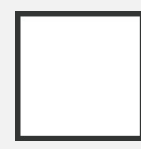
Documenting a plan for incidents like natural disasters is the best way to protect your business from the unexpected. To develop a BCDR plan, outline your recovery strategy by assessing your current data and identifying vulnerabilities in your infrastructure. Once you've secured your business, test regularly to improve processes and responses.



### Partner with a solution provider

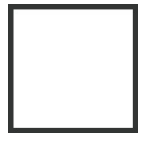
If you do not have the resources to effectively prepare your business for a hurricane or other natural disaster, consider partnering with a solution provider who can guide your business before, during, and after an incident to maintain security.

## AFTER THE STORM



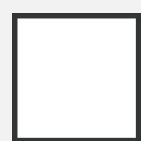
### Proceed with caution

Following the storm, proceed with caution when reentering your place of business. Flooding, gas leaks, and fallen power lines are all realistic threats to your personal safety.



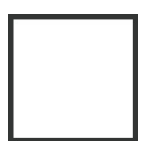
### Assess and repair damaged property

If your business was impacted by the effects of a hurricane, chances are your IT infrastructure and equipment may be damaged. If so, it's important to inspect your technology for damages and document the impact to report to your insurance provider.



### Contact your insurance provider

Following a natural disaster, contact your insurance provider to make a claim about any damages to your business or technology. This will help offset the costs of recovery.



### Put your BCDR plan into action

After a disaster occurs, time is of the essence when it comes to your business' continuity and data protection. Your BCDR plan should be prepared to outline how your business should respond to the incident, including detailed recovery strategies and processes specific to your business



If you're looking for a partner to help you prepare and recover for hurricane season & other natural disasters, give us a call at 225-751-4444.