HURRICANE PREPAREDNESS CHECKLIST

It's impossible to know what to fully expect when a hurricane is coming, but we want to help you prepare your business to the best of our abilities. Here are some actionable steps and technology considerations to take leading up to a hurricane:

01 Have a written plan for disaster recovery – Worst case scenario planning

02 Ensure you have an inventory of all the technology at your office

03 Network Documentation – Make sure your IT Manager or IT Consultant has this information and can provide it

04 Ensure your data is backed up offsite – Most businesses have an onsite backup. Having an offsite backup is much less common

05 Test your backup. Ask your IT team to verify that the backup is intact, and your data can be recovered in the case of a disaster.

06 Identify which parts of your operation can work remote in the case of an outage or disaster

07 Ensure that users can work remotely if needed

08 Communicate with staff so they understand exactly what the procedure is if you are unable to return to the office for multiple days or even weeks

09 Communicate the computer equipment checklist to all staff

10 Practice working remotely. While many businesses have an idea of how to work remote, working out the kinks before a potential outage is critical

11 Ensure your IT team is prepared to respond to a server outage or assist with bringing your technology up after the storm. If you don't have an IT team or work with a small group, develop a relationship with a larger entity that can respond quickly in the case of an incident

12 Ensure your phones are forwarded to a cell phone, alternative number, or set up to a test softphone/software phone (if your phone system allows this)

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(813)421-1606 Sales@thinkitai.com www.thinkitai.com