

# Are you prepared?

## How will your business recover when catastrophe strikes?

Disaster can strike at any time, and it can come in many forms. Having a Data Recovery Plan now is essential to getting your business back on track when disasters occur. This checklist is an outline for what you can do to make sure your data, your equipment, and your business is best prepared for any situation.

### **Some basic tips**

Make sure each of your employees has a printed page of emergency contacts and information in the event of network or power loss.

Know or keep handy the usernames and passwords to all your devices and equipment as well as product key and license information for your company programs. If your equipment is lost or destroyed, you may be able to re-install pertinent programs on new devices.

### **Secure your data**

Waiting until a disaster is on the horizon is too late to backup your files. You should be frequently backing up your files daily, weekly, or monthly depending on the content and importance of your data.

You can back up your files locally, remotely, or both.

If you choose to backup your files **locally**, you should be saving your files to an external drive or memory key. Make sure you store the device in a safe, dry, secure location when not in-use.

### **Our technicians recommend...**

Find a portable external drive that is powered via USB. This means less cables and you do not need to find an outlet to power the device.

Keep your data encrypted. Encryption scrambles text to make it unreadable by anyone other than those with the keys to decode it.

If you choose to back up **remotely** to an off-site location, you will often be working with an outside or third party company.

### **Our technicians recommend...**

Do your research. Make sure the company is one that is reputable and established.

Go with a company that provides frequent backup reports. Ensure that a reliable and knowledgeable employee is receiving and reviewing these reports on a regular basis.

Work with knowledgeable technicians that can advise you on what data to backup.

### **Secure your equipment**

In the event of a natural disaster, it is good to ensure that your equipment is secure and off the ground. A great way to do this is by utilizing a wall-mounted rack for your network equipment. For added security, keep your rack locked at all times.

# Before and After

## **Before a disaster...**

Charge your batteries – make sure your phones, tablets, laptops, and other devices have full charges before the storm approaches.

Turn off all power to all equipment. It is critical to unplug all devices that carry electricity. It is also a smart idea to unplug network cables.

If the devices are plugged into a battery backup, make sure all devices and equipment are properly shut down, turn off the battery backup, then unplug the battery backup from the wall.

If your computer is on the ground floor, move your computer to a higher location in the event of flooding.

If the equipment is near a window, cover it with a garbage bag to protect it from water damage.

## **After a disaster...**

Take inventory. Power on every device and test it. If you needed to recover backed up files, make sure you have proper, secure network connectivity before beginning the download or upload of files.

If there is water damage in your building, beware before plugging in electronics. Make sure all electrical equipment and outlets are thoroughly dry before connecting anything to a current.

Plug back in your battery backups, power them on, then power on all other devices.

Expect power surges, brownouts, and fluctuations for at least several days or longer after power has been restored. All the effort you went through in preparation may be lost if you take a hit after the storm.

## **Our technicians recommend...**

Make sure computers are shut down properly before being unplugged! Simply turning the power off with the power switch or unplugging the device while it is on can cause serious file system damage.

It is always important to have your computer plugged into a high-quality battery backup. A backup battery provides power to a system when the primary source of power is unavailable.

Find a battery backup that guarantees surge and lightning protection for attached devices. Not only will the battery keep your devices online so you can safely work and shut down equipment properly, but it will also protect your equipment in the event of a sudden electrical surge.

**Contact Microland today for a  
Disaster Preparedness Assessment!**