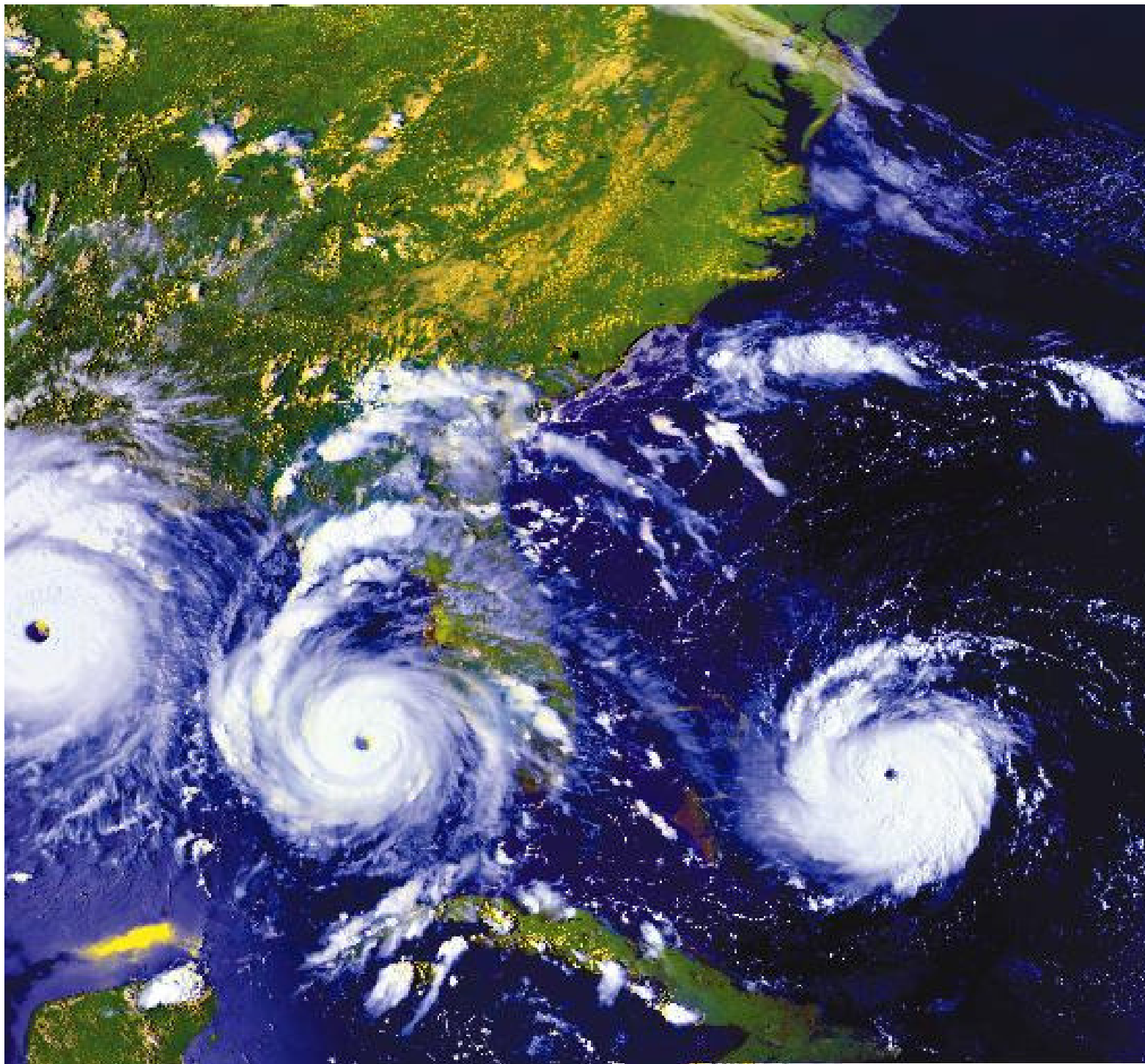


Top 10: Hurricane Disaster Planning Essentials

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The 10 Hurricane Disaster Planning Essentials for your Business Network

Hurricane Irma devastated areas throughout our beautiful sunshine state, but we are **Florida Strong** and continue to stick together and support each other through anything. Unfortunately, Hurricane Season is **not** over and there's potential for even **more damage**.

As a business owner, I understand the importance of communicating with clients throughout crisis mode. I wanted to share my **10 Disaster Planning Essentials** that you need to incorporate into your office network before another natural disaster strikes.

If your data is important to your business and you cannot afford to have your operations halted for days – even weeks – due to data loss or corruption, then you need to read this report and act on the information shared. **A disaster can happen at any time on any day and is likely to occur at the most inconvenient time.** If you aren't already prepared, you run the risk of having the disaster coming before you have in place a plan to handle it. **This report will outline 10 things you should have in place to make sure your business could be back up and running again in the event of a disaster.**

1. Have a written plan.

As simple as it may sound, just thinking through in **ADVANCE** what needs to happen if your server is destroyed by a flood or a hurricane wipes out your office, will go a long way in getting it back fast. At a minimum, the plan should contain details on what disaster could happen and a step-by-step process of what to do, who should do it and how. Also include contact information for various providers and username and password information for various key web sites. We provide a Hurricane Preparedness Guide that you can download for free on our website. It includes the following emergency contact info, vendor lists, equipment inventories, insurance info, evacuation protocols, and protocols/responsibilities for various lengths of downtime.

2. Hire a trusted professional to help you.

Trying to recover your data after a disaster without professional help is dental practice suicide; one misstep during the recovery process can result in forever losing your data or result in weeks of downtime. Make sure you work with someone who has experience in both setting up business contingency plans (so you have a good framework from which you CAN restore your network) and experience in data recovery.

3. Have a communications plan.

If something should happen where employees couldn't access your office, e-mail or use the phones, how should they communicate with you? Make sure your plan includes this information including MULTIPLE communications methods.

4. Automate your backups.

If backing up your data depends on a human being doing something, it's flawed. The #1 cause of data loss is human error (people not swapping out tapes properly, someone not setting up the backup to run properly, etc.). ALWAYS automate your backups so they run like clockwork.

5. Have an offsite backup of your data.

Always, always, always maintain a recent copy of your data off site, on a different server, or on a storage device. Onsite backups are good, but they won't help you if they get stolen, flooded, burned or hacked along with your server.

6. Have remote access and management of your network.

Not only will this allow you and your staff to keep working if you can't go into your office, but you'll love the convenience it offers. Plus, your IT staff or an IT consultant should be able to access your network remotely in the event of an emergency or for routine maintenance. Make sure they can.

8. Network documentation.

Network documentation is simply a blueprint of the software, data, systems and hardware you have in your company's network. Your IT manager or IT consultant should put this together for you. This will make the job of restoring your network faster, easier AND cheaper. It also speeds up the process of everyday repairs on your network since the technicians don't have to spend time figuring out where things are located and how they are configured. And finally, should disaster strike, you have documentation for insurance claims of exactly what you lost. Again, have your IT professional document this and keep a printed copy with your disaster recovery plan.

9. Maintain Your System.

One of the most important ways to avoid disaster is by maintaining the security of your network. While fires, floods, theft and natural disasters are certainly a threat, you are much more likely to experience downtime and data loss due to a virus, worm or hacker attack. That's why it's critical to keep your network patched, secure and up-to-date. Additionally, monitor hardware for deterioration and software for corruption. This is another overlooked threat that can wipe you out. Make sure you replace or repair aging software or hardware to avoid this problem.

10. Test, test, test!

A study conducted by Forrester Research and the Disaster Recovery Journal found that 50 percent of companies test their disaster recovery plan just once a year, while 14 percent never test. If you are going to go through the trouble of setting up a plan, then at least hire an IT pro to run a test once a month to make sure your backups are working and your system is secure. After all, the worst time to test your parachute is AFTER you've jumped out of the plane.

Want Help In Implementing These 10 Essentials? Call (904) 443.6046 For A FREE Disaster Checkup or Visit: www.DPCTechnology.com/BackupTechTip

Sincerely,

Clay Archer
CEO, DPC Technology

FREE Disaster Recovery Checkup



Yes! I want to make sure my business could be back up and running **FAST** in the event of a data-erasing disaster!

Please Complete This Form And Fax It To: (904) 443-0088

Your Name & Title: _____

Business Name: _____

Address: _____

City, State, Zip: _____

Phone: _____

E-mail Address: _____

Number of PCs: _____

Or email your request to: sales@dpctechnology.com