

# Five Things You Need to Know: Storm Preparedness

## #1 Have a Game Plan Ready

More than 25% of businesses do not reopen following a major disaster. An emergency preparedness checklist will make the difference between your organization successfully navigating inclement weather or being caught off guard and losing valuable time and money. Be sure that each manager has a clear understanding of what is expected of them and that everyone is aware of how to prepare adequately for an incoming storm.

## #2 Telecommuting

Remote access to your data will allow your business to operate as usual even if your employees can't get to the office. Giving your employees the ability to VPN into your network will allow them to telecommute and remain productive during an absence. Don't forget to train your employees on how to remotely access your network and your IT staff should be on call to answer any questions or address difficulties should situations arise.

## #3 Backup Your Data and Plan for Recovery

Power outages and damaged equipment are just some of the risks that come with a storm. A severe enough storm can damage your data center and be the difference between recovering from a minor loss to having to navigate a full-scale disaster. Nothing can be more detrimental than losing valuable business data. In the event of data loss, a recovery plan should also be in place.

## #4 Double Check Your Equipment

Your IT department should have a complete list of all equipment provided to employees complete with locations, serial numbers and labels. Expiration dates on warranties should be monitored and all laptops, desktops and other electronic devices should be routinely updated. Generators should be tested and found to be in working condition in the event emergency power is needed.

## #5 Review Your Storm Plan With Your Employees

The effects of a storm can last anywhere from a day to several days depending on the severity of the storm. In order to ensure your business continues even if your employees can't make it into the office they should have a clear understanding of what you expect from them. Be sure to review your plan at least 72 hours in advance of a storm.

