



A Small Business Checklist

Using technology to prepare your business for disaster and protect your digital assets.

1. Establish a disaster preparation and recovery team and include on that team individuals that are familiar with the technology that your business uses to conduct day to day operations.
 2. Identify the risks to your computer hardware, software and data in the event of a flood, fire or theft. Below are some questions you should be asking yourself:
 - a. Where is my data located? TIP: Make a digital list of every software application that's used by each of your employees and trace the flow of information from accessing of files to their completion and storage. Identify the actual physical equipment that these files and software reside on and make a note of any applications that store data at an offsite location.
 - b. Do we have recent backup copies of all of the files associated with the software we use, as well as the ability to reinstall that software and restore those backups in the event of an equipment loss? TIP: While many companies back up their files regularly, only a fraction have a plan in place for a full software reinstall in the event of equipment loss. Make sure you keep copies of your software and licensing info handy at all times.
 - c. Could my data backup measures survive an expected disaster like a fire? Will they be accessible during an evacuation and by whom? TIP: 34% of companies fail to test their tape backups, and of those that do, 77% have found tape back-up failures. Never rely on a single technology or individual for mission critical company backups.
 - d. Could my data backup measures survive an unexpected disaster like a tornado?
 - e. In the event of an emergency business interruption could we actively communicate through our website to clients and vendors? TIP: Being able to relay and collect business enabling information through your site not only reflects a forward looking mindset, but gives your products and mission more face-time. Learn to use your website as a tool.
- In the event of a fire are your mission critical files stored at an offsite location and accessible via the web or local pickup? TIP: While tornados and power outages motivate the majority of our planning, fires can truly leave us with data that is "here today - gone tomorrow". Remote online data backup is a relatively new option, but its affordability and adoptability are growing by leaps and bounds.