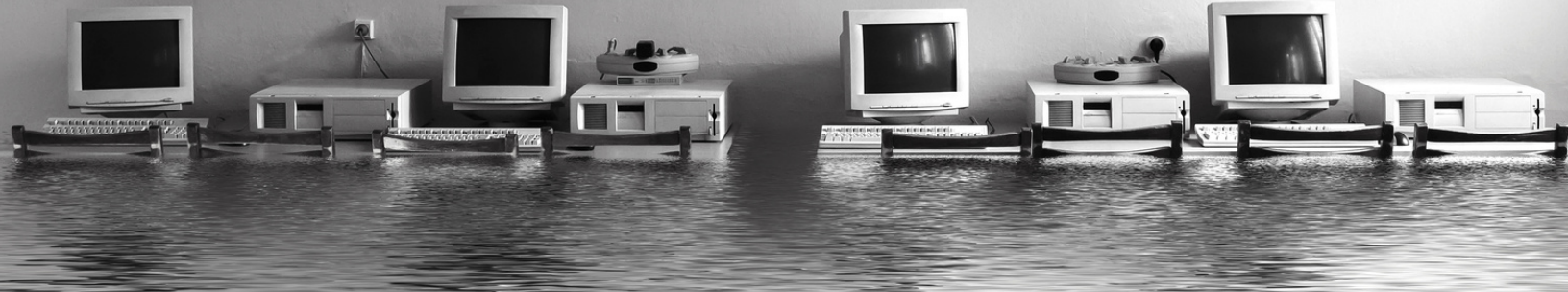# 4 TIPS FOR LONG-TERM DISASTER PREPARATION

DKB innovative

#1 Prepare for disaster.

Create an IT disaster-recovery plan in conjunction with a business continuity plan. These plans allow for strategies to restore hardware, applications, and data in time to meet the needs of business recovery.

#2 Invest in the cloud.

Remote is your friend. Remote data storage with remote access can almost disaster-proof your business data. It's one of many reasons to migrate to the cloud.

#3 Design the right IT infrastructure.

Not only does the right design provide scalability, but it also allows your network to be consistent and experience fewer disruptions that can affect your bottom line. Knowing your data is secure with redundancy gives you peace of mind over your security.

#4 Hire trusted IT professionals.

Leave it to the experts. At DKB, we have decades of experience in data loss prevention and disaster recovery. Let us do what we do best while you focus on running your business.

Once you have these precautions in place, and you know that a disaster is about to strike, review our **Pre-Disaster Checklist** on the next page.

PRE-DISASTER CHECKLIST:

What to do when you know a disaster is about to strike:

- [ ] Contact your IT team to verify what is being backed up. Ask them to run a test backup and restore to confirm proper operation.

- [ ] Verify where your backups are being kept (local, online). Ask how you can access backed-up data.

- [ ] Verify who to contact after the storm if restoration is necessary.

- [ ] Set up a call list with your staff, suppliers, and relevant vendors to ensure everyone is safe after the weather event. Include cell and landline numbers when you can.

- [ ] Pick up computers and all electronic or electric equipment from the floor and consider moving them to interior offices or storage spaces (bathrooms work!). Unplug anything that does not need to be plugged in to protect from power surges often associated with storms.

- [ ] Stow away all loose papers from your desks and floor so they don't end up on the street if windows break.

- [ ] Take all insurance paperwork with you when you leave the office.

- [ ] Make working copies of essential data and documents needed to meet upcoming deadlines in the event you lose access to our server or online storage. Either print what you need or copy files to an encrypted USB drive.