

HURRICANE PREP-GUIDE



WHAT SHOULD YOU DO TO PREPARE WHEN A HURRICANE IS COMING?

Here are some key steps to prepare your business in the event of a Hurricane/weather emergency.

HAVE A PLAN

- Review your disaster plan (this should be tested once a month/quarter).
 - If you don't have one we can help you get one in place.
- **BACK UP YOUR DATA!** If you are a vEnterprise client - we handle this for you.
 - If you are not, please contact us for assistance, 239-935-989.
 - Check your back ups. Make sure you have the latest back up.

STORM WARNING ANNOUNCED

- Make sure all of your UPS battery backups are good.
 - When the power comes back up it may not be stable.
- If you have a cloud-based business, have a plan to get back online.
 - If you don't have one we can help you get one in place.
 - Most vEnterprise clients already have this in place.

PLAN FOR A CATEGORY 1 OR 2 HURRICANE

- Shutdown and unplug all PCs
- If you are located on the ground level, be sure to place all PCs and small servers at least 3 feet off the ground
- Cover PCs with plastic - no matter what floor you are on
- If you have servers that are too big to lift up, cover them
- If you have non-volume software (software that has a printed license) and that is not downloaded from the internet, or saved on a file server that is backed up, make copies of them, or secure them in a water safe container. Move offsite according to the disaster plan.
- **vEnterprise Clients**
 - Our team will be assisting you as needed
 - You can leave critical systems and servers up to the last minute, as we can shut it down for you.
 - This allows IT's IT LLC to get the most up-to-date backup for your business

PLAN FOR A CATEGORY 3 HURRICANE

- Follow all the steps from category 1 to 2 listed above
- LED lights should be ready to be used in the office after the storm, as power may not be stable
- Alternate pocket power sources for your devices and handheld.
- Generator should be in place if your business needs to be up and running with or without the power companies providing service.
- Cell access and firewall support to run internet access for critical office needs if there is not a cloud solution or virtual office in place. IT's IT LLC can help plan and or implement this. Cost-effectiveness is the most important part, as a full hot standby environment can be costly.
- Remote workers and access should be laid out in the disaster plan and briefed on how to operate, whom to contact, and where any central point of contact will be. This is all part of a standard disaster plan.

WE ARE AVAILABLE TO HELP!

IT's IT LLC will be available at all times during emergency weather events. Our vEnterprise clients will receive priority, but all work will be handled by severity based on our existing SLA's in place.

Please be sure that all key team members have more than one way to get in contact with our team for assistance.

When an all-clear is given, IT's IT LLC will contact all clients for a time line. This will allow our team to mobilize and assist with getting your systems up, evaluated, and if necessary, create a plan for any major issue you may be experiencing.

**WE KEEP YOUR BUSINESS RUNNING WHILE YOU
FOCUS ON RUNNING YOUR BUSINESS.**