

HOW TO PREPARE FOR CALAMITIES

In times of crisis, it is usually the lack of preparation that is the cause of failures.



What To Prepare For



TROPICAL STORM

storm surge

strong wind

inland flooding

earth QUAKES

landslide

tsunami

sink holes

fires

TERRORISM & SABOTAGE

data loss

network intrusion

personnel loss

WHAT TO PREPARE

Review Insurance Policies

- If you don't have one, **GET ONE – FOR YOURSELF & YOUR BUSINESS.**
- If you have one, review your coverage with your agent or broker

Create A Backup Plan

- Have an inventory of all your digital files.
- Make a digital file of all your important records and documents
- Organize your digital files
- Have a physical and cloud backups
- Perform a daily schedule of your backups

Have a Disaster Recovery Plan

- A disaster recovery plan must indicate all the steps and methods you have to follow in case you are ready to resume business
- Coordinate your plan with your local disaster committee

Select Alternative Locations

- While developing your disaster recovery plan, select an alternative location where you can set up your temporary office.
- It could be anywhere that is safe and secured to conduct business

Develop A Communication Plan

- What good is a plan if nobody knows what it contains.
- Select the people you can trust to help you carry out the tasks indicated in your recovery plan
- Indicate all possible communication medium you can use to contact each other

Cash Management

- Be prepared to meet your emergency cash flow, remember business may be down for a prolonged period.
- Your creditors may demand payments, remember all of you are victims affected by the crisis.