## **HOW TO PREPARE FOR CALAMITIES**

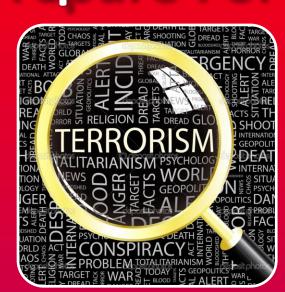
In times of crisis, it is usually the lack of preparation that is the cause of failures.



# **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.

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