



# Disaster Preparation and Recovery Tips for Small Businesses

## Communications

- Protect computer hardware and important data such as data records, employee and customer records, and software. To guard against data loss, routinely back up these files to an offsite location via Internet backup, CD, or removable hard drive.
- Set up call forwarding service to a predetermined backup location.
- Pre-arrange replacement of damaged computer hardware with the vendor to ensure quick business recovery.
- Maintain updated contact list, including cell phones, home phone, and email addresses for all employees.
- Set up hotline numbers for employees, employees' family members, customers, and partner to call so all parties know about the business situation and emergency plan in case of disaster.

## General

- Establish a back-up location for your business and meeting place for all employees.
- Recognize the types of natural or man-made disasters that could potentially impact your business.
- Assemble a crisis management team and coordinate efforts with neighboring businesses and building management.
- Outline detailed plans for evacuation and shelter-in-place plans. Practice these plans (employee training, etc.).
- Use a generator for supplying backup power to vital computer hardware and other mission-critical equipment.
- Be aware that disasters impacting your suppliers also impact your business – outline a plan for supply chain continuity for business essentials.