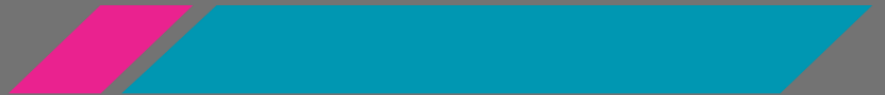# FOUR WINDS IT

STORM PREPAREDNESS CHECKLIST

Brought to You by Four Winds IT

Emergency Contact: 941-315-2380

Hello there! We understand how important your tech setup is for keeping your business sailing smoothly. That's why we've put together this handy storm prep checklist. We're here to help you weather the storm and keep your IT shipshape. If you have any questions or need assistance, feel free to reach out to us at the emergency hotline provided below.

Before the Storm

Evaluate Essential Equipment

- o Identify critical computers and backups for relocation.
- o Prioritize equipment based on importance and portability.

1. Take Your Tech Essentials

If possible, bring along your computer and any backups. They'll be safer with you than left behind during the storm.

2. Snap Some Photos

Before the storm hits, snap some photos or videos of your office and valuable assets. These will come in handy if you need to file an insurance claim later on.

3. Backup Your Data Offsite

If taking your system isn't an option (maybe you have multiple computers or a business network), ensure you have an offsite backup ready. Keep it updated and secure. Also, consider storing critical business info on an encrypted flash drive or in a fire-proof safe. Include:

- o Contracts with clients, contractors, and employees.
- o A printed list of important contacts, like suppliers, vendors, and utility providers.
- o Accounting details such as tax info, payroll spreadsheets, and financial records.
- o Utility information for water, electricity, internet, and gas services.
- o Personal documents and multimedia files.
- o A comprehensive inventory of your business assets, from tech gear to office furniture and décor.
- o Keep your insurance info and phone numbers accessible for quick reference.

o   Safeguard important documents and insurance information.

4. **Prepare Office/Home**

Turn Off Your Devices

Shut down your computer and switch off your monitor. Remember to also turn off any extra devices like printers and external hard drives.

Unplug Power Cords

Make sure to unplug the power cords from all your devices. Storms can cause power outages and surges, which might harm your equipment. Unplugging them from the wall will help keep them safe.

Disconnect Network Cables

Take out the network cable from your computer and printer (if it's connected to one). Lightning strikes can send electricity through these cables, which could damage your network cards.

Protect Your Equipment

After unplugging everything, cover your computers with plastic bags and put them in a safe spot. Wrap them up and neatly arrange the cables in plastic to keep them safe. You can put them on a sturdy table to prevent flooding and place another piece of furniture on top to protect them from falling debris.

During the Storm

1. **Follow Safety Procedures**
    o   Adhere to evacuation orders and safety guidelines.
    o   Keep emergency contacts accessible.

2. **Stay Safe!**
    o   Remember, things (even valuable things) can be replaced, people cannot be.
    o   Keep yourself, your staff, and your families safe above all else

After the Storm

1. **Assess Damages**
    o   Take a look at your equipment and facilities to see if there's any damage.

- o   Keep track of any losses for insurance claims.

3. **Restore Operations**
    - o   Remove any coverings from your computers and peripherals.
    - o   Start by reconnecting and powering your equipment one by one.
    - o   Don't forget to test your backups and make sure your data is safe.

Additional Recommendations

1. **Customize for Servers**
    - o   If you have servers, consider installing battery backups to help them shut down smoothly during power outages.
    - o   It's a good idea to keep both onsite and online backups for extra security.

2. **Secure Workstations**
    - o   Before the storm hits, make sure to power down your computers.
    - o   Store cables safely to avoid any accidents.
    - o   If you have them, use battery backups and surge protectors to keep your devices safe.

3. **Language and Accessibility**
    - o   Make sure everyone can understand the instructions by providing translations and accessibility features.
    - o   Keep things clear and simple so that everyone can follow along easily.

4. **Training and Feedback**
    - o   Stay prepared by holding regular training sessions on storm preparedness.
    - o   We're always here to help, so don't hesitate to reach out with any feedback or questions.

Lastly...

Remember, with the right preparation, your business can weather any storm. Four Winds IT is here to support you in keeping your technology assets safe and guiding you through the recovery process. If you need any assistance or further information, don't hesitate to get in touch with us.