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## Florence is coming!

Are you ready?

Below are several topics that may help you get through the next Disaster. Please review these key points and apply them as necessary to your own situation at work and home.

### Environment

- **Water and electricity don't mix** - If your office (or data center) is prone to flooding, ensure that all electrical and data equipment is off the floor.
- **Flashlights** – Have more than one alternative source of lighting readily available at your office.
- **Batteries** – Keep spare batteries for flashlights
- **Laptops/Phones/Tablets** – Ensure all electronic devices are fully charged in case power goes out. Don't waste batteries by using these devices frivolously. They may be one of your only lifelines.

### Backups

- Inventory your backups in case you need to restore your system
- Make sure backups are kept in a safe place
- Keep backups offsite from your production systems
- If you aren't 100% sure you can recovery your data, stop what you are doing and get a good backup

**Phone numbers** – Have important phone numbers handy for the following companies and people. (Don't assume the internet will be up! Write these numbers down now!)

- Electric Company
- Telephone Company
- Internet Service Provider
- Key Application Vendors
- Your manager and those who report to you
- Fire Department
- Police Department
- Key facility vendors such as electricians, plumbers, HVAC contractors

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**Exterior of building** – Secure trashcans, chairs, patio furniture, etc. so that they don't become projectiles during high wind scenarios. This can often be an unforeseen liability that can be avoided by simply thinking ahead.

**Water** – Gather fresh water for drinking, bathing, and flushing toilets. Fill bathtubs, spare pots, coolers, etc. Another idea is to fill ziplock bags with water and freeze them standing upright in the freezer.

**Food** – Have nonperishable food available that doesn't require cooking but also don't go bad. Canned foods or other foods stored in a water tight container work great. It is always a good idea to plan on being stuck in one location for at least 2 days.

**First Aid Kit** – Keep a stocked first aid kit with you at all times. This could save your life or someone around you. A first aid kit may be the only medical help that is available for an extended amount of time during a disaster.

**Vehicles** – Fill your vehicle up prior to a storm hitting.

**Navigation during a hurricane** – It is often said but never said enough: Turn around, don't drown. If you find yourself in a hurricane, find a safe place and stay there until it is over. Don't assume you can safely make it home, or to the store, etc. There are many other variables to consider other than what is directly within your control including flooding, falling trees, blowing debris that can often kill or render your vehicle undrivable. Be prepared to stay in place until the storm is over.

**Business Data Solutions is here for you by providing solutions centered around the following IT practices:**

- **Disaster Recovery and Business Continuity Solutions**
- **Security**
- **Server Consolidation and virtualization**
- **Cloud Solutions: On-Prem / Hybrid / Hosted**
- **Fully Managed IT**
- **VoIP Solutions**

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