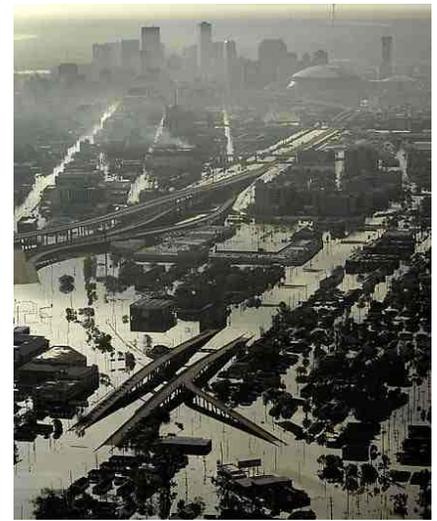


# Boiling It Down To The Basics Disaster Recovery Planning

## The Most Important Things You Can Do Today!

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New Orleans, LA — September 2005

## What Can Happen?

**We Don't Expect** another attack like September 11th. But the world is a dangerous place.

In mid-2005 no one could have imaged the evacuation of an entire U.S. city due to **flooding**.

**Fires** happen every day. So do **Hazardous Materials** spills. While Sacramento doesn't get many big **earthquakes**, we need to take them seriously. And of course, hard drives **crash**, motherboards **burn out**, and viruses **sneak in**. They can all destroy your business.

And then there's **theft**. One of our clients recently had every single piece of computer equipment stolen (except two old clunky monitors). Everything gone. The server, the network equipment, every desktop computer. Everything except the wires in the wall.

How long would you be in business if you lost all your computers and all the data on them?

## You Can — and Must — Prepare

**No one likes planning for a disaster.** But the businesses that survive are the ones that prepare. This is a very quick starter list to help you get ready. You'll need more than this, but doing the simple things on this list will put you ahead of 95% of all businesses. Just do it.

- Have a **Working Backup**. Are tapes changed every day? Do they go offsite? Have you tested it?
- Have a list of **User Names** and **Passwords** you'll need to reconstruct your systems. These include information on software licenses you'll need.
- **Have a plan** for restoring your systems. Where will you get a tape drive and the software to read it? Is your software stored offsite?
- Print out you entire **contacts list**. It's good to have this electronically. But if there's no electricity, you still need it.
- In particular, you need to have your **insurance information** offsite. This includes your agent's phone number and your policy numbers.
- You should also have all of your **employee contact information** offsite. If you need to contact them and tell them not to come in, this will be handy.

Note that much of this relies on **offsite storage**. If your computer's under three feet of water, having this data on the server won't do you any good!

If we can help, please contact us for a FREE initial consultation: 916-928-0888.

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