when disaster strikes
will you be ready?

Shine the light on success!

Top 10 Tips to Prepare for Disaster

1. Create a <u>Business Continuity Action Plan</u> - be sure to assign specific responsibilities to available personnel.
2. Stock up on all sizes of batteries.
3. Purchase an uninterruptable power supply, including high quality surge protection.
4. Consider purchasing a gas or propane generator.
5. If you have a generator, be sure to have several extension cords and power strips.
6. Set-up remote call forwarding of your phone system to send all calls to your cellular phones.
7. Be sure to have a solid data back up and recovery program - we recommend your data be stored in 'off-site' locations.
8. Prior to storm, manually power down all desktops first and servers second.
9. In case of the threat of flooding, elevate all equipment, servers, battery back ups, etc. off of ground level.
10. Contact **PC Troubleshooters**, your technology experts, for help!

Call: 800-782-3988 or visit: www.pctrouble.com