



THE ALDRIDGE COMPANY
IT SOLUTIONS SINCE 1984

HURRICANE TECHNOLOGY TIPS

HAVE A PLAN

Make sure your business is prepared to run despite the loss of power, computers, people or access to your office. If your company depends on data, **make sure it is placed in a secure, redundant Data Center facility.**

BACK UP

Back up your critical data using an off-site backup service. If this is not in your budget, create a copy of your data on a jump drive or external hard drive, place this drive in a sealed plastic bag, and store it out of harm's way. Be sure to back up and restore your data frequently!

LOAD

Load your business critical contacts into your cell phone or PDA. It is also a good idea to print them and store them in a sealed plastic bag.

KNOW YOUR PASSWORDS

Many people rely on their PC to remember their usernames and passwords. Make sure to memorize or record all critical passwords—including the password to access your email through webmail.

SECURE THE OFFICE

Before leaving, be sure to have all of your computers password protected. This will help keep unwanted visitors from accessing your data.

USE A UPS

Storm or no storm, you should plug your computer and monitor into a UPS to guard against electricity spikes and potential loss of power. A UPS can give you enough time to properly shut down your PC when a storm threatens.

UNPLUG

Unplug your servers, computers, and other gadgets and move them from the floor and away from the windows.

TAKE A PICTURE

Take a picture of your servers and computers BEFORE the storm hits. This will help if an insurance claim is necessary.

