



PROTECT THE ESSENTIALS

SMALL BUSINESS PREPAREDNESS

Employees – the most valuable resource

- Know multiple ways to contact them and a friend/family member in case of emergency.
- Encourage them to make a family emergency plan.

Technology – protect data and systems

- Maintain antivirus and other protections for your equipment and computer network systems.
- Identify data to backup, implement hardware and software backup procedures, conduct regular backups and validate that backup data is available.
- Ensure payroll systems are secure and available during an event
- Develop an IT Disaster Recovery Plan to be able to restore hardware, applications and data in timely fashion.

Building, equipment, supplies and other assets

- Purchase back-up generator or other power source for critical equipment, such as computers, climate control, refrigeration.
- Keep your site secure with locks, alarms, security cameras, proper lighting and employee/contractor badges, as applicable
- Store supplies in a secure and safe place
- Visit with local police liaison for training or services available to prevent crime and ensure worker safety

Check out www.ready.gov/business or www.disastersafety.org for more helpful tips.

VISIT DisasterReadyAustin.com FOR MORE INFORMATION

