# Hurricane Technology Tips

1. **Have A Plan** YOU may lose people and/or power and/or computers and/or data and/or programs. Have a plan, and make sure your staff knows what is it.
2. **Back Up** your critical data off site or copy it onto a CD-ROM, floppy disk, data stick, or laptop that you can take with you if you evacuate. Practice back-up and restoration NOW!
3. **Pack Your Data** along with your water, flashlight, and batteries.
4. **Print Your Contacts** -- all critical information -- for important business and personal contacts, in case your computer or electric power is unavailable.
5. . **Record Your User Name and Password** for your email account as well as your incoming POP3 mail server. This information can be used if you are out of town to retrieve your email by logging on to an Internet webmail server.
6. **Record ALL Your Passwords** Prepare and take your list of user names and password for your Internet connection, router, modem, PC, network, website, on-line billing accounts, etc. If you find you need to relocate, you'll have that information with you to access from an Internet Cafe or Public Library.
7. **Secure the HQ** and be sure your machines are Log-On password protected, in case you have to leave them behind and don't want anyone else getting into them.
8. **Take The Disks** and the license information or codes for all software programs that are critical for your computing operations, so you can reinstall the programs if you need to change to new hardware.
9. **UPS Guard** units should be in place -- storm or no storm. Plug your computers and monitors into Uninterrupted Power Supply (UPS) unites to guard against electricity spikes as well as loss of power. A UPS can give you enough time to properly shut down your PC when a storm threatens.
10. **Remote Server Contact** If you store your data off-site, get in touch with your remote server host to ensure that their list of Authorized Personnel on your account includes anyone you want to be able to give instructions or access the equipment.

## Questions To Ask Before A Major Storm Hits

- Do you have a backup generator if the power goes off to your building?
- If the Air Conditioning goes off, will you have to turn your servers off to avoid heat damage?
- Are your computers protected by surge protection or an Uninterruptable Power Supply (UPS)?
- Do you have your server connected to a UPS?
- Can your UPS sustain power to your critical systems for over 30 minutes?
- Are you prepared to systematically shut down and turn off your computer equipment to avoid power
- shutoffs?
- Do you have the information you need if the power should go off for 15 minutes, and you don't have
- generator or UPS protection in place?
- Are you running configurations in your routers properly written to memory?

- Do you have all the passwords required to access your server and your data if your systems shut down?
- Would a secure location with redundant Internet access and backup electrical power serve your needs?

## How Can Friendswood Tech Help?

**If you have mission critical servers,** servers needed to keep your business going, or from which remote locations access data, then your server needs to be located in a facility that has backup power and alternative routes to the Internet.

**If you are an Application Service Provider** (ASP) ASPs are relied upon by multiple businesses which access their business application(s) from the ASP server. These ASPs need their servers to always be connected to the Internet and obviously to have power!!!

If your network is composed of **multiple routers, switches or other hardware with running configurations,** and that equipment's configuration was not properly saved, then the power to your network may be critical. When the power goes off, it may be necessary to reconfigure your equipment to be able to access data on your network. Friendswood Tech can review your network and your equipment to be sure configurations are saved and that you are protected from the power going off. Or (after the disaster occurs) Friendswood Tech can reconfigure your hardware.

If your office computers are **not plugged in to a UPS,** then power spikes and power outages can affect the equipment. Let us install, test, and replace the UPS for your computers.