

**Keep your business operating before,
during, and after
a hurricane.**



BIT WIZARDS

Welcome!

Why should you listen to us?

- Bit-Wizards is located in Fort Walton Beach
- We've been on the Gulf Coast for 22 years
- We eat, sleep, and breathe IT

What we'll cover today:

- What to do before, during, and after a hurricane
- Why business continuity & disaster recovery is crucial
- Why failing to plan is a plan to fail!

Understanding the threat

What is a Disaster Recovery Plan?

- Account for the tech that's keeping your business running
- Account for employee communications
- Account for client communications

Does your business have a Disaster Recovery Plan?

- What should your Disaster Recovery Plan include?
- When should you make a Disaster Recovery Plan?
- How often should you review your plan?

Starting your Disaster Plan

Your Disaster Recovery Plan should cover:

- **Physical security** - How to protect servers, computers, and any other physical technologies
- **Technology and IT** - How your services and setup will help you continue to operate before, during, and after a disaster
- **Employee plan** - How the Disaster Plan will be communicated & reviewed, gather feedback, and ensure redundancy

When to implement your plan

1 week out: No one cares... YET!

4-5 days out: Prepare, ensure good internet is available at evacuation location, test backups if you haven't already, Bit-Wizards clients are chillin'.

72 hours: Assumptions and decisions are made & employees know the plan and are encouraged to check-in.

48 hours: The Business Continuity Plan is in action.

24 hours: What are you still doing here?

During the storm

How do you still work?

- Reference the plan!
 - *You should have internet*
 - *You should have remote access to email*
 - *You should have employee communication methods in place*

After the storm

What you're doing:

- You're continuing to work using cloud services
- You're continuing to communicate with employees
- You're continuing to communicate with clients

What we're doing:

- We're taking care of backups
- We're helping clients work remotely
- We're answering questions