

“The 10 Disaster Planning Essentials For A Small Business Network”

If your data is important to your business and you cannot afford to have your operations halted for days – even weeks – due to data loss or corruption, then you need to read this report and act on the information shared. A disaster can happen at any time on any day and is likely to occur at the most inconvenient time. If you aren't already prepared, you run the risk of having the disaster coming before you have in place a plan to handle it. This report will outline 10 things you should have in place to make sure your business could be back up and running again in the event of a disaster.

- 1. Have a written plan.** As simple as it may sound, just thinking through in ADVANCE what needs to happen if your server has a meltdown or a natural disaster wipes out your office, will go a long way in getting it back fast. At a minimum, the plan should contain details on what disaster could happen and a step-by-step process of what to do, who should do it and how. Also include contact information for various providers and username and password information for various key web sites. Writing this plan will also allow you to think about what you need to budget for backup, maintenance and disaster recovery. If you can't afford to have your network down for more than a few hours, then you need a plan that can get you back up and running within that time frame. You may want the ability to virtualize your server, allowing the office to run off of the virtualized server while the real server is repaired. If you can afford to be down for a couple of days, there are cheaper solutions. Once written, print out a copy and store it in a fireproof safe, an offsite copy (at your home) and a copy with your IT consultant.
- 2. Hire a trusted professional to help you.** Trying to recover your data after a disaster without professional help is business suicide; one misstep during the recovery process can result in forever losing your data or result in weeks of downtime. Make sure you work with someone who has experience in both setting up business contingency plans (so you have a good framework from which you CAN restore your network) and experience in data recovery.

3. **Have a communications plan.** If something should happen where employees couldn't access your office, e-mail or use the phones, how should they communicate with you? Make sure your plan includes this information including MULTIPLE communications methods.
4. **Automate your backups.** If backing up your data depends on a human being doing something, it's flawed. The #1 cause of data loss is human error (people not swapping out tapes properly, someone not setting up the backup to run properly, etc.). ALWAYS automate your backups so they run like clockwork.
5. **Have an offsite backup of your data.** Always, always, always maintain a recent copy of your data off site, on a different server, or on a storage device. Onsite backups are good, but they won't help you if they get stolen, flooded, burned or hacked along with your server.
6. **Have remote access and management of your network.** Not only will this allow you and your staff to keep working if you can't go into your office, but you'll love the convenience it offers. Plus, your IT staff or an IT consultant should be able to access your network remotely in the event of an emergency or for routine maintenance. Make sure they can.
7. **Image your server.** Having a copy of your data offsite is good, but keep in mind that all that information has to be RESTORED someplace to be of any use. If you don't have all the software disks and licenses, it could take days to reinstate your applications (like Microsoft Office, your database, accounting software, etc.) even though your data may be readily available. Imaging your server is similar to making an exact replica; that replica can then be directly copied to another server saving an enormous amount of time and money in getting your network back. Best of all, you don't have to worry about losing your preferences, configurations or favorites. To find out more about this type of backup, ask your IT professional.

- 8. Network documentation.** Network documentation is simply a blueprint of the software, data, systems and hardware you have in your company’s network. Your IT manager or IT consultant should put this together for you. This will make the job of restoring your network faster, easier AND cheaper. It also speeds up the process of everyday repairs on your network since the technicians don’t have to spend time figuring out where things are located and how they are configured. And finally, should disaster strike, you have documentation for insurance claims of exactly what you lost. Again, have your IT professional document this and keep a printed copy with your disaster recovery plan.
- 9. Maintain Your System.** One of the most important ways to avoid disaster is by maintaining the security of your network. While fires, floods, theft and natural disasters are certainly a threat, you are much more likely to experience downtime and data loss due to a virus, worm or hacker attack. That’s why it’s critical to keep your network patched, secure and up-to-date. Additionally, monitor hardware for deterioration and software for corruption. This is another overlooked threat that can wipe you out. Make sure you replace or repair aging software or hardware to avoid this problem.
- 10. Test, test, test!** A study conducted in October 2007 by Forrester Research and the Disaster Recovery Journal found that 50 percent of companies test their disaster recovery plan just once a year, while 14 percent never test. If you are going to go through the trouble of setting up a plan, then at least hire an IT pro to run a test once a month to make sure your backups are working and your system is secure. After all, the worst time to test your parachute is AFTER you’ve jumped out of the plane.



NAVIGATUM
SECURE, SUPPORT AND MANAGE YOUR IT

“Helping Ordinary People Do
Extraordinary Things With
Information and Technology”
Since 1991



Stephen Swavley
Director
Navigatum IT

Want Some Help In Preparing Your Disaster Recovery Planning? Our Free Backup and Disaster Recovery Audit Can Help!

As a prospective client, we'd like to offer you a free Backup and Disaster Recover Audit. At no charge, we will come to your office to review your current situation, business practices and needs, and provide recommendations on how you better ensure your business is prepared for handling disasters.

We will discuss your options, clarify any grey areas, and answer any questions you have. We will also map out the costs and steps involved so you know exactly what to expect and give you recommendations to make your business more secure.

You are under no obligation to do or buy anything; this is simply our way of introducing our services to you and demonstrating how we can help you better protect your business for the impact of disasters.



"Helping Ordinary People Do
Extraordinary Things With
Information and Technology"
Since 1991

What To Do Now

To request your Free Backup and Disaster Recovery Audit, do one of the following:

1. Complete and send in the enclosed "Fast Action" response form.
2. Call us direct at 1300 664 995
3. Send me an e-mail: sswavley@NavigatumIT.com

John from our office will call you to schedule a convenient time for us to meet for 30 minutes. Remember, there is no obligation for you to buy or do anything – this is simply a discovery meeting to see how we can help your business be better prepared for any disasters.

Safe networking,

Stephen Swavley,
Director
Navigatum

P.S. If you would like to speak to a few client references prior to our meeting, simply contact us and we'll be happy to provide the names and phone numbers for several clients we've worked with.

P.P.S. Please make sure you visit our web site to see the incredible 100% Money-Back Guarantee that we put on our services. You won't find another IT consultant in Sydney who is confident enough in their services to put as bold a guarantee in writing as the one we have.



"Helping Ordinary People Do
Extraordinary Things With
Information and Technology"
Since 1991

Fast Action Response Form:

"Yes! Please reserve a FREE Backup and Disaster Recovery Audit Consultation in my name so I can find out what my options are, get answers to my questions, and get a handle on the steps and costs involved. I understand that I'm under NO obligation to do or buy anything by signing up for this consultation.

Please Complete and Fax Back:

Name: _____

Title: _____

Company: _____

Address: _____

City: _____ State: _____ PostCode: _____

Phone: _____ Fax: _____

E-mail: _____

**Do you have any other questions or problems you would like to discuss?
Simply outline them below:**

.....

.....

.....

.....

.....

.....

.....

**Fax This Form To: 02 9475 4291
Or Call: 1300 664 995**