

How To Survive A Disaster & Keep Your Home Business Running

Done?	Pre-Disaster Preparations	Functioning During Critical Event	Getting Back to Normal Business
	Create your own “Disaster Prep” binder with a list of your IDs, passwords, URLs- whatever you use for work daily and would be likely to need in a crisis. Don’t rely on memory- you’ll be under stress!	Keep the binder handy while you get your mobile office set up. On a temporary computer, programs and files will likely need to be updated meaning some license/authorization codes may be required.	Make notes of any files updated, what passwords were used. You’ll also want to change all passwords when you return to normal.
	Continuous Back up Plan: Contact your provider <u>ahead</u> of any event to ensure you know how to access the latest back-up when needed, and that you know how to back-up new files you may create from a temporary office. (A good [non-affiliated] resource is https://www.acronis.com/en-us/personal/buy-backup/)	Ensure your laptop or temporary computer backs up work while in temporary mode and that you make a note of the directory or location of the files you create and save. It’s helpful to use a file naming pattern that begins with something unique, like Hurricane+ or Shelter- so that you can do a universal search for these files when things get back to normal.	Search for all created files and sort them into desktop directories, or into the project files they belong to. Do the same for any programs you may have purchased that are not on your desktop. Get back in synch as soon as you can to avoid duplicates.
	External Hard Drive – Resist the temptation to rely on flash drives or SD cards when you don’t know how long you may be displaced. Think about a 1-2TB hard drive with a safety case	Save all work to a “Disaster” folder for easy file management.	Upload the Disaster folder files to the projects they belong to as soon as possible.

	Cloud Storage/ Availability anywhere data storage	Save all work on a local drive that gets backed up to a cloud or available-anywhere-storage (like DropBox, Google Drive, One Drive).	Ensure that all external Disaster files are in fact saved to cloud locations. Archive old files that have been updated by any temporary disaster office work.
	Purchase a small, low volume, portable printer , and have spare ink cartridges on hand	Keep copies of work completed in binder. Note where the file has been saved. With so much going on, you most likely won't remember everything.	Go through all your copies and transfer each file back to desktop for regular work continuity
	Address email access and availability of your contacts/directories: For those who use Outlook, your contacts reside on the local computer and may not be available. Make .pst files if you need to have that data with you. If you use Gmail or an equivalent, your data and details will be available wherever you log on.	If you don't have .pst files to reconstruct your email, try going to your ISP (Verizon.net or Cox.com, etc.) to use their copy of your email. With a little more effort, you can reconstruct most of the details you need to reach people who email you regularly. Cc: yourself on all emails you send. It may sound odd, but this gives you a local copy in your inbox when you get back to normal and will save time looking for responses or promises you may make while in temporary mode. You may also wish to print each email sent from your temporary office for follow-up.	Move/copy emails from sent or special folders back to main files as needed, and as soon as possible to avoid duplicates and forked email paths.
	Blog/Content: Take note of what posts have been scheduled on Buffer, HootSuite or other, so you know where to add on or when you'll run out of content.	Consider creating a diary style blog while in temporary mode. Write how you are keeping your biz running while underwater, so to speak, or in a temporary mode. In the moment posts may have lots more detail that you forget when you get home.	Make notes of lessons learned (like this list) and use it to make better plans next time or remind yourself of what worked well.

	<p>Make a plan to turn off power and <u>disconnect your home computer.</u></p> <p>Label all cables and cords in advance. Store any disks or download codes in your <u>Disaster Prep</u> binder</p> <p>Know where you will store your computer in the event of a...</p> <p><u>Flood</u> (2nd story? Closet shelf? Waterproof container?); <u>Tornado</u> (closet? windowless bathroom?) <u>Fire</u> (remove hard drive, leave the rest? Grab the whole CPU?)</p> <p>Knowing what you need to do ahead of an event saves precious time when you do need to get out.</p>	<p>Remember that property can be replaced, lives can't! Disasters are no time to second guess yourselves. Make a plan when you aren't stressed and stick to it when you are.</p> <p>Having your office computer secured relieves a certain amount of stress you don't want or need to be dealing with.</p> <p>Keep a spare or dedicated laptop for emergencies. It's frustrating to try to run a business on your phone. It can be done in a pinch, but pre-planning will give you much better options, such as a laptop as opposed to a tablet with no USB port. Small detail but it matters.</p>	<p>Make your computer the last thing you turn on. Ensure circuits are stable before connecting.</p> <p>Transferring files should be a main priority when you get connected again. You'll likely be exhausted and unfocused, so use your notes, copies and logs to go down a list one by one, a few at a time until done. Don't try to do everything on Day 1 back. Be orderly and check things off as you go. You may think you're ok, but your head may say otherwise soon.</p>
	<p><u>Battery backup/ power supplies:</u> Decide ahead of time how much is enough. What kind of power will you need? A generator? A UPS? Phone and tablet external juice boxes? Solar?</p>	<p>A battery operated radio is helpful, as are cell phones. Keep dedicated battery power available for these. Next, basic survival equipment- cooking, refrigeration, etc. Then comes your home office, keeping money coming in. Set priorities and plan for them,</p>	<p>Keep notes on Lessons Learned- how long did each chare last? What needs to be replaced before the next disaster? Do you need to buy additional sources of power?</p>
	<p>EXTRA IDEAS? What about:</p> <p>Business and tax files?</p> <p>Licenses?</p> <p>Bank records?</p>		