



# Is Your Business Prepared?

Hurricane Season is already here but it's not too late!

## PROTECT YOUR DATA, PROTECT YOUR BUSINESS

Hurricanes cause all South Louisianans to fear for our homes, property, and even our very lives. To a lesser extent, business owners also fear that they may not have a business to return to after a hurricane strikes. As we enter another hurricane season of June 1 through November 30, we recommend business owners and IT staff take these precautions with your network equipment if a hurricane is imminent:

1. Disconnect all computer and network equipment from their electrical supply, be it a wall outlet, surge protector, or UPS (uninterruptable power supply). Computer equipment consists of not only your computers but also your printers, scanners, speakers, and any other connected equipment. Network equipment consists of switches, hubs, routers, and firewalls.
2. Disconnect all network cables from your computers. (More than one network has suffered damage due to electrical spikes through the network cabling.)
3. If your network cables run near the roof or any exterior walls, consider unplugging the network cables from your network equipment.
4. Disconnect all power protection equipment (surge protectors and UPSs) from wall outlets and, if applicable, phone lines, network cables, and Internet lines (DSL, T1, and cable TV coaxial cable).
5. Place all computer, network, and power protection equipment on top of desks and tables to protect from flooding.
6. Cover all disconnected equipment with heavy-duty garbage bags or a V-type plastic covering to protect against a leaking roof or windows.
7. Send your two most current backups offsite with two separate management- or administration-level employees.
8. Keep a copy of all installation software and licenses offsite.
9. If feasible, consider taking your server and at least one workstation with you in case of an evacuation. Access to your server is generally one of the most critical parts of your office's IT requirements.
10. Consider keeping a ready-pack of necessary equipment, such as a small printer, switch, and UPS. In case of evacuation, take this ready-pack with you, especially if you follow #9 above.
11. Invest in a reliable Offsite Backup Solution, such as the one provided by Total Network Technologies.

These are general guidelines and cannot be considered wholly adequate or even applicable for all network environments. For a more thorough analysis of your network and an applicable Hurricane Preparedness Plan, please call Total Network Technologies and we will assist you in developing a customized preparation plan for your company.

**LET US HELP PROTECT YOUR BUSINESS TODAY!**

For more information, call 337-232-2525 or email  
Dispatch@TotalNetworkTEK.com

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# Most Importantly, Don't Forget To Protect...

**YOURSELF,  
YOUR FAMILY,  
YOUR COWORKERS!**

## Top Ten Hurricane Safety

1. Get important papers and special photos in order and secured in plastic. Identification is difficult and time-consuming to replace: so be sure to include social security cards, birth certificates, high school diplomas or GED certificates, titles or deeds to property, as well as your hurricane insurance policy. Photos of special occasions or loved ones cannot be replaced, so including these is important as well.
2. Think ahead and take video or photos of your property before you leave. This will help later on with any insurance checklist claims for damage that may need to be filed.
3. If staying with relatives is not an option, consider booking a room in a hotel or motel in another nearby town or state. Make sure to get directions and put them in the car ahead of time. It is easy to forget that piece of paper in the rush out the door.
4. Unfortunately, it is unlikely that your pet will have a place in a motel or hotel. Keep this in mind, and try to find alternate housing like pet-friendly hotels and motels or dog boarding kennels in areas out of the path of the storm until it is safe to return home.
5. Designate a spot, in the hall closet, to keep a bag of clothes for each person in the household. Make sure to include sleeping gear if you plan on going to a temporary shelter.
6. Along with overnight clothes, consider stocking your Hurricane Kit with the following: extra cash, generator, batteries, flash lights, battery operated radio/television, bottled water, toilet paper, non-perishable foods such as cereal or crackers, canned goods, a can opener, a small cooler, candles, prescription medicines and any over-the-counter remedies you use regularly; and if you have small children - diapers, baby wipes, formula, baby food.
7. Count on the power being out for at least a day or two. Remember that ATM's will be non-operating, so have at least some hard cash in your Hurricane Kit (see no. 6, above) to see you through the storm.
8. When TV and computer games no longer operate, board games or a deck of cards come in handy! Arts and crafts, crayons and downloadable coloring pages are always great distractions for the kids - so make sure you've stored some of these supplies in a tote bag or in the car trunk.
9. If you decide to tough out the storm, stay downwind in your home. This means if the wind is hitting the living room windows, go to the room opposite the living room.
10. Plywood is a 'hot' commodity for those of who decide to stay. Boarding up windows that will take the brunt of the wind and rain is a wise decision. If board is not available, protect your windows from the wind by crisscrossing them with layers of duct or packing tape. This will be enough protection for light-to-medium winds, but learning how to build and install plywood hurricane shutters is your safest bet. If you can afford it, have them installed by a professional.
11. Finally, STAY INSIDE. However tempting it may be to videotape or take photos of the storm, be sure to shoot from indoors - where it's safe, and dry!

Hurricanes are serious business. Weather forecasters can only predict so much. Educate yourself and stay on top of hurricane updates in your area. There is no harm in being overly cautious. In most cases where a hurricane is concerned, it truly is better to be safe than sorry.

**Your Safety Is Important To Us!**