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**10-Point IT Disaster Preparedness Checklist**

This simple but powerful checklist was compiled by Uplevel Systems, provider of managed IT infrastructure services, to help small companies protect their vital business data and technology assets, and recover quickly following business disruptions.

1. Ensure that all of your critical data is backed up (especially if required to comply with PCI, HIPAA, or other industry regulations)
2. Power off and unplug all unnecessary devices
3. Store network and computing devices (servers, PCs, handsets, tablets) in a high, dry, and secure area away from windows and external doors in case of flooding or high winds
4. Make sure devices that must remain on are connected to electrical and/or coaxial surge protectors. Most people protect their power supply with a surge protector, but fail to protect their Internet data line from a lightning strike. We receive a number of warranty returns every spring that result from lightning strikes to cable or DSL data lines.
5. Ensure all rack shelving and heavy equipment is anchored to the ground
6. Store file cabinets and other paper supplies and documents on high shelves or on tops of desks
7. Review relevant insurance policies and update if necessary
8. Make sure passwords and other sensitive data is not left out on desks, taped to monitors, or in other vulnerable locations
9. Talk to neighbors about establishing a chain of communication: Has the building flooded? Are the lights back on?
10. Bring our IT experts in to conduct a free 2-hour IT System Evaluation

YOUR COMPANY NAME is an authorized reseller of Uplevel’s managed IT service solution designed to help small businesses:

* Upgrade their technology with no upfront cost
* Keep IT up to date without costly equipment warrantees
* Improve their Internet, Wi-Fi, storage, telephony, and security using a one-box solution
* Comply with industry mandates for cybersecurity

**But first things first.**

Let us help you prepare and protect your business. Call now to arrange a free 2-hour IT Disaster Preparedness Evaluation.

**Contact info.**