



How To Start a Disaster Plan



Questions

Primary Questions

- **What**
- **Where**
- **Who**
- **Why**

Bills **Surveys** **Resolutions**
Notices **Housing Applications**
Deeds **Audits** **Letters** **Email**
Procedures **Downloads** **Expense Reports**
Minutes **Agendas** **Bids**
Reports **Time sheets** **Print Outs**
Pictures **Policies** **Attachments**
Contracts **Receipts**



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Why Ask the Questions



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Questions

**What
What
information do
you have?**



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Questions

Where

Where
does your
information
reside?



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2 Questions

What Happens

If I can't access it?



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2 Questions

How Long

Can I be without it ?



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Disaster Plan / Business Continuity

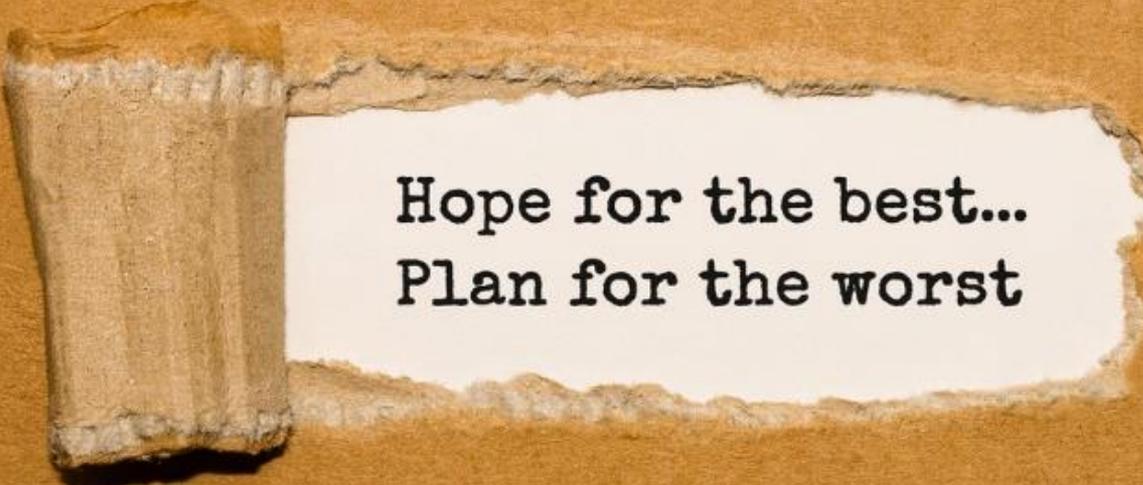
BACKUP **FUNCTIONS** **SOFTWARE** **SYSTEMS** **PLANNING** **PROTECTION** **CRITICAL** **DATA**
DISASTER **POLICIES** **STRATEGY** **CONTINUITY** **MEASURES**
RECOVERY **TECHNOLOGY** **RISK**
MANAGEMENT **DISASTERS** **PROCEDURES** **RELATIONAL**
REPLICATION **BUSINESS** **MAN MADE** **HARDWARE**



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Planning

Hope Is Not A Plan!



Hope for the best...
Plan for the worst



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Is This You?



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Each Cog Has A Purpose



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What to Include

- What is my priority data?
- Where is my priority data?
- How do I recover it?
- How long does it take to recover?



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What to Include

- Can I get to it if I can't access my building?
- Do I have an off-site location to work from?
- What business functions are critical during this time?
- Can they be performed off-site?



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Summary

Primary Questions

- What
- Where
- Who
- Why



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Summary

Secondary Questions

- What Happens
- How Long



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Get Started



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Assignment

Review & prioritize your types of information

Give Us a Call if you need help.



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Stay Safe

Let us Help You!

Take this information & create

- Risk Assessment
- Backup Plan
- Business Continuity Plan
- Data Breach Plan
- Disaster Recovery Plan
- Document Retention Plan



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Questions?