



DISASTER RECOVERY TIPS FOR SMALL BUSINESSES

After a flood – or fire, vandalism or email virus attack – is not the time for a small business to start thinking about a disaster recovery plan. In a recent survey of more than 200 small businesses, sponsored by Imation, 28 percent of companies admit they take a wait-and-see approach and test disaster recovery processes and people only “after a problem” occurs or “never” at all.

While many small businesses might feel that they are not large enough to implement a full disaster recovery program, every business - large or small - should have a strategy in place to get their business up and running again, as quickly and painlessly as possible. With these basic tips, a small business can take the first steps toward implementing a sound plan to protect and recover if disaster should strike.

Disaster recovery tips

1. Think of the possible hazards your business could face. These can range from human error and natural disasters, such as floods or fires to terrorism, hackers or disgruntled employees. Also consider potential exposure from surrounding businesses.
2. Make a business decision on what level of recovery is required for your business. Consider the following:
 - a. Does your company generate critical data?
 - b. How often does your business generate data that needs to be protected?Once you understand why, what and how often your company needs to backup, you can make a decision on what backup plan best fits your business.
3. Create a contingency plan to remain in operation if your office becomes unusable. Notify your employees of this plan and provide regular updates.
4. Identify critical files such as accounting records, customer lists, production formulas, inventory, payroll, etc., and store at least one copy of this information onsite (your working files), and one full backup copy offsite.
5. Perform daily incremental or differential backups and weekly full backups. Most importantly, test your ability to restore data at least once a quarter.
6. Always rotate and catalog tape cartridges or discs. Be sure to replace tapes or discs on a regular basis to maintain optimum performance.
7. Protect all computers and phones from electrical surges and install virus protection software on all computers.
8. Review your business' current insurance coverage, or get insurance if you do not have any. Verify that your insurance protects against data loss, or other business asset loss.

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