

Do You Have An Emergency Readiness Plan?

Freelancers & Small Business Owners

**When
Disaster
Strikes...**



S***t Happens!

- Personal Issues - Medical, Family, Personal, Co-worker

S***t Happens!

- Physical Location Issues -
Fire, Flood, Tornado.

S***t Happens!

- Surprise Issues - Power Outage, Hard Drive Crash, Zombie Apocalypse, Browns Win Super Bowl

Recovery Focus

- Taking Care of Clients
- Getting Business Back Up

Take Care of Clients

Contact information for all clients and contractors.

Include what services they receive or provide and how much they pay or are paid.

How to get online to Client sites.

FTP, cPanel, WHM, Server info

Backups

Where located

How to access

Essential Logins

- Domains
- Hosting
- Emails

Essential Logins

- Banking/Payment Gateways
- Password Managers
- Private Data Passwords

Do You Have a Plan?

- You're down for a week
- You're down 2 weeks or longer
- You're down and no longer with us

**Who Knows
Your Plan?**

**Have you trained your
emergency contact, or
at least let them know
where your plan is?**

Keep Your Plan Current

Set recurring Review
Days and do not skip
them!

**Could you access
your business from
random location?**

Consider

“Final Arrangements”

In Your Plan

Resources

My post , with slides and other resources.

OylerCreative.com/WordCamp-Kent-2018

Business Continuity Plan Template - bit.ly/oyler106

EverPlans.com

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