

Do it tonight! Tomorrow!

| To-Do | Action | Notes |
|---|---|--|
| Check your backup system | Check your backup process. (no backup process? Call us) See if you can restore one file from a recent backup. | Verify that your data backups are working, you have a current copy of the backup off site, and that you know how to back up data. Tomorrow's project is to actually try a back up to make sure it works. Make a note to call your IT provider in the morning for a review of your back up system and procedures. |
| Check your UPS power protection device | Check your UPSes. With the computer off, plug in an old-fashioned lamp with an incandescent bulb (100-500 watts, depending on the size of the UPS), turn on the UPS and either press the Test button or unplug it from the wall. | Some manufacturers don't recommend the "unplugged" test, since it leaves the unit without a reference electrical ground. The UPS should hold up the light for at least a full minute. Smaller units will go 5-8 minutes when the battery is new. Larger units, 30-60 minutes. |
| Separate backup of your financials | Quickbooks user? Make a backup within Quickbooks, then close all copies of Quickbooks. Confirm that the date on your current Quickbooks company is current, and copy that file to a USB Flash Drive, a CD or DVD, or an Internet "Cloud" drive. For other systems, backup – either from inside the application or outside. If you're in the cloud, grab a copy of your data and "bring it down." | Very often, we find that Quickbooks clients are working with a different file in a different directory than they expect. |
| Review your insurance policies. And your lease. | Locate and read your insurance policy, in particular the amounts and type of coverage for building, contents, and loss of income. Then read your lease, in particular the damage and destruction, and insurance portions. | This will provide plenty of questions. Make a note to call your broker in the morning to review the documents with you, along with the financials and business income worksheet. |
| Go online to an income loss calculator | Use one of the websites in our resources handout and determine what a "loss of income" claim looks like for you. | You'll have all the data to answer the questions if you've done line #3 – "separate backup of this year and last year's financials." |

