

NAPLES COMPUTERS HOW-TO · HURRICANE & SEASONAL

Hurricane Prep for Your Computers & Tech

Hurricane season runs June 1 through November 30. A few simple steps before a storm protect your computers, phones, photos and business files. This checklist covers backups (Windows 11 and iPhone), insurance photos, power protection, unplugging and raising equipment, and a plan for home offices and small businesses in Naples, Marco Island, Bonita Springs, Estero and Fort Myers.

Before the storm: **your tech checklist**

- ☐ Back up now
External drive + the cloud
- ☐ Photograph your gear
For insurance claims
- ☐ Charge everything
Laptops, phones, power banks
- ☐ Protect the power
Surge protector or UPS
- ☐ Unplug & raise it up
Off the wall, off the floor
- ☐ Keep info handy
Numbers & documents, offline

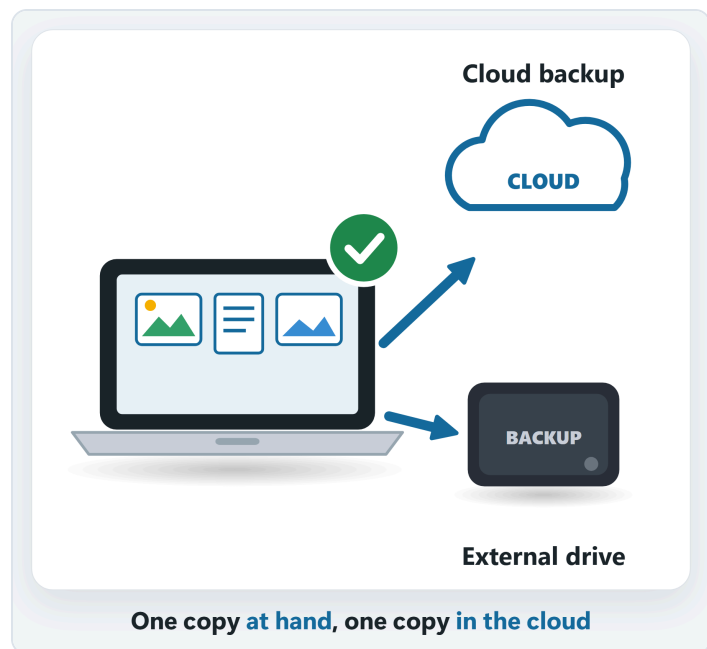
Your hurricane prep checklist

1 Back up now: two copies, two places

Copy your photos and documents to an external drive, and to the cloud, such as OneDrive, iCloud or Carbonite.

WHAT TO DO

Keep the drive in a waterproof bag, or take it with you if you evacuate.



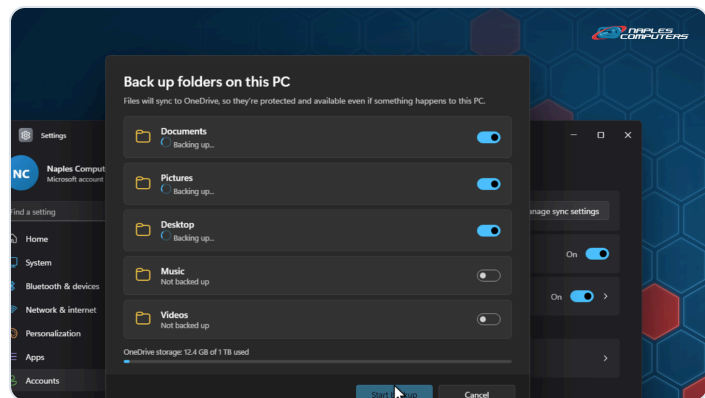
WINDOWS 11

1a Windows 11: back up your folders to OneDrive

Start → Settings → Accounts → Windows backup. Next to OneDrive folder syncing, click Manage sync settings.

WHAT TO DO

Turn on Documents, Pictures and Desktop, then click Start backup.



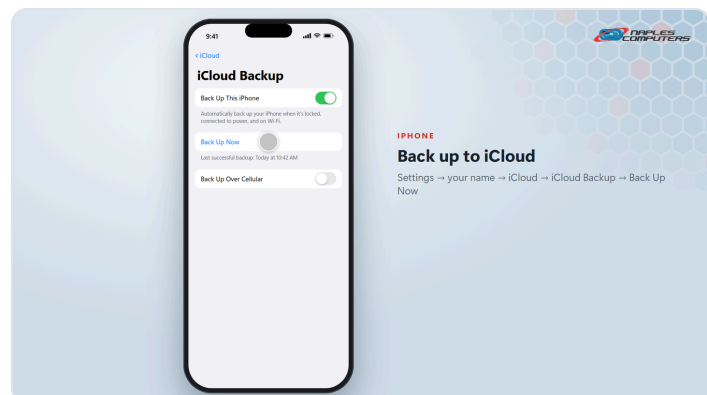
IPHONE

1b iPhone: Settings → your name → iCloud → iCloud Backup

Make sure Back Up This iPhone is on, then tap Back Up Now.

WHAT TO DO

Stay on Wi-Fi until it finishes. Check "Last successful backup".



2

Take photos of your equipment

Walk through your home or office with your phone. Get each computer, TV and printer, plus the model and serial number labels.

WHAT TO DO

Keep receipts, and save the photos to the cloud so they survive the storm too.

PHOTO + SERIAL #
for insurance



Include model & serial numbers

3

Charge everything

Fully charge laptops, phones, tablets and power banks while you still have power.

WHAT TO DO

Turn on Low Power Mode during an outage, and save calls for when they matter.



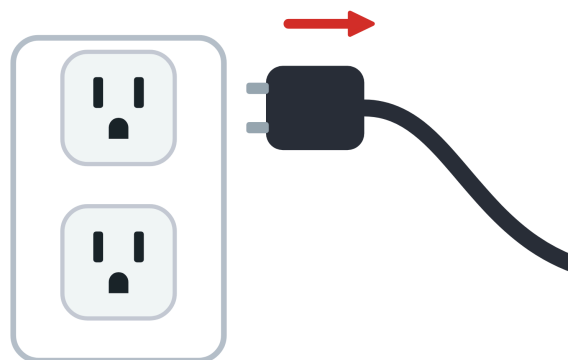
Laptops, phones and power banks

5 Unplug before the storm

Unplug computers, TVs, printers and your modem and router from the wall. Power often comes back with surges and spikes.

WHAT TO DO

Do it before the storm arrives, or before you leave. Never touch anything electrical that's wet.



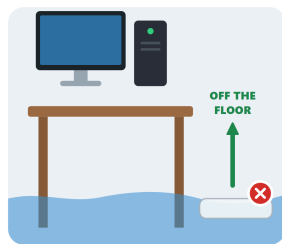
Unplug from the wall outlet

6 Raise equipment off the floor

Move computers, drives and power strips onto a desk or shelf, away from windows. Cover them with plastic.

WHAT TO DO

Pack a laptop, backup drive, chargers and papers in waterproof bags, ready to grab.



Up high, away from windows



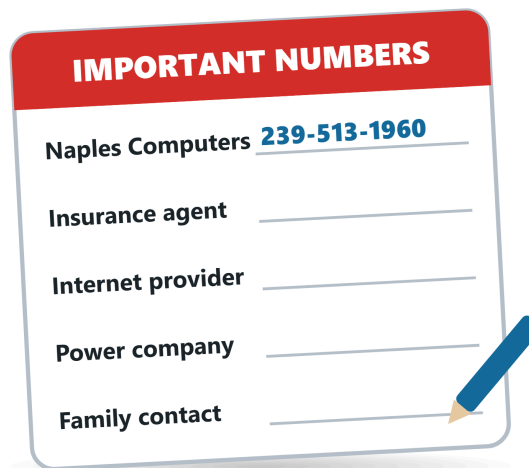
Sealed in waterproof bags

7 Keep important numbers and documents handy

Write down key numbers: insurance, your internet provider's outage line, the power company, family, and us. Save copies of IDs and policies in a secure, password-protected cloud account.

WHAT TO DO

Sign up for local alerts: in Collier County, that's Alert Collier (alertcollier.com).



A paper list works when the internet doesn't

Surge protector vs. **battery backup (UPS)**

- ☐ Surge protector
Blocks power spikes. No battery: when the power goes out, so does your computer.
- ☐ Battery backup (UPS)
Surge protection plus a battery: minutes to save your work and shut down. We carry APC, Tripp Lite and CyberPower.

UPS batteries wear out: plan on replacing them every 3 to 5 years.

Home office or business? **Make a plan**

- ☐ Plan the server shutdown
Who shuts down what, in what order, and when
- ☐ Confirm offsite backups
A cloud copy you've actually tested restoring
- ☐ Decide who does what
Contact list, call tree, and a way to work remotely
- ☐ Know your recovery steps
How to power back up and check everything after

Recap: **hurricane-ready tech**

- ☐ Back up: external drive + cloud
- ☐ Photograph equipment & serial numbers
- ☐ Charge laptops, phones & power banks
- ☐ Surge protector or UPS; unplug before the storm
- ☐ Raise it up, bag it, keep numbers handy
- ☐ Businesses: a written shutdown & backup plan

Back up before every storm, not after. If a storm does damage your computer or drives, don't power them on: bring them in quickly. Data recovery assessments are free, with no recovery, no charge.



Want help with backups, battery backups or a business continuity plan?

Call 239-513-1960

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