NAPLES COMPUTERS HOW-TO · BUSINESS I.T.

Hurricane Plan for Your Office Tech

Hurricane season runs June through November, and this hurricane plan for office tech takes an afternoon to set up, once. It covers six things: tested off-site or cloud backups, a UPS for a graceful shutdown, unplugging equipment before you evacuate, photographing equipment for insurance, powering back up safely after the storm, and one call if something doesn't come back right.

Why this matters for your office

Hurricane season runs June through November. This plan takes an afternoon, once.

Backups are the one thing that can't be redone
Client files, invoices, and records are gone for good if the only copy sits in the building.

A hard power loss damages more than data
An abrupt shutdown mid-save can corrupt files or hardware, a UPS gives you a clean exit.

Most of this takes an afternoon, once
Backups, a UPS, and a plan for the storm, set up before the first watch is issued.

Hurricane plan for office tech: before, during, and after the storm

6-POINT PLAN

6 Hurricane watch, and the backup hasn't run in months?

A hurricane plan for office tech isn't just unplugging things on your way out the door. Here's the 6-point plan, before, during, and after the storm.

WHAT TO DO
We're Naples Computers, since 1993.



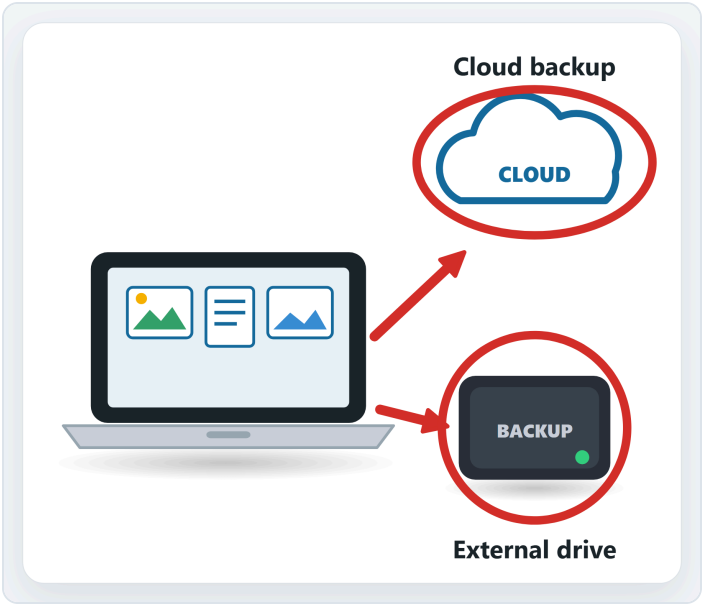
TESTED BACKUPS

1 Backups tested, off-site or cloud

A backup that only lives in the same building is one storm away from being useless.

WHAT TO DO

We set up backups that copy off-site or to the cloud, and actually verify they'd restore.



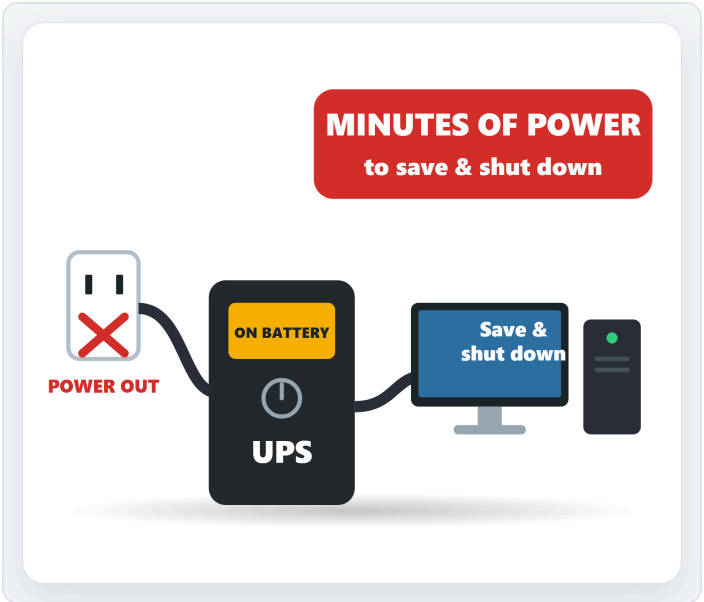
GRACEFUL SHUTDOWN

2 A UPS for a graceful shutdown

When the power goes, equipment that's mid-save doesn't get a say in the matter.

WHAT TO DO

A UPS gives you a few minutes to shut down properly, instead of losing power all at once.



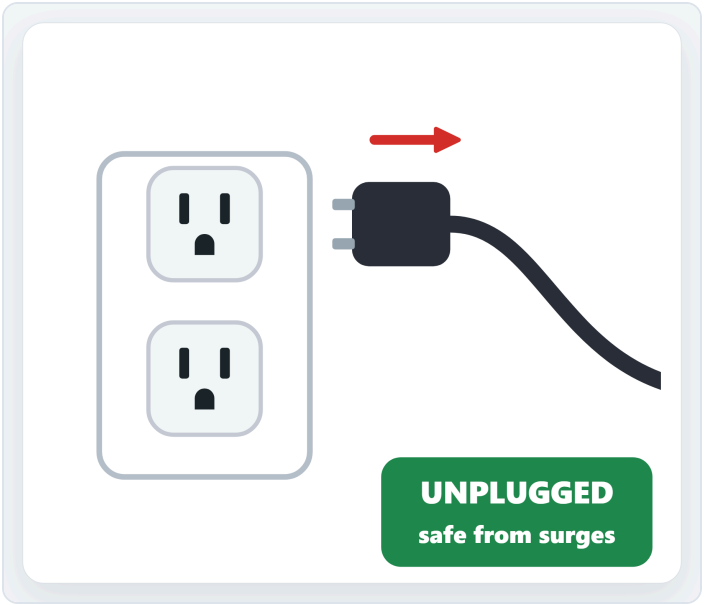
UNPLUG BEFORE YOU GO

3 Equipment unplugged before you evacuate

Power surges when the grid comes back on can damage whatever's still plugged in.

WHAT TO DO

Unplug computers, monitors, and network equipment before you leave, not just turn them off.



INSURANCE PHOTOS

4 Equipment photographed, for insurance

Model numbers and serial numbers are hard to remember after equipment's already damaged.

WHAT TO DO

Take photos now, including model and serial number stickers, while everything's still in working order. Two more to go.



SAFE POWER-UP

5 Powered back up safely, after the storm

Flickering or unstable power right after a storm can do more damage than the storm itself.

WHAT TO DO

Wait for steady power, then bring equipment back up one device at a time, not all at once. One more to go.



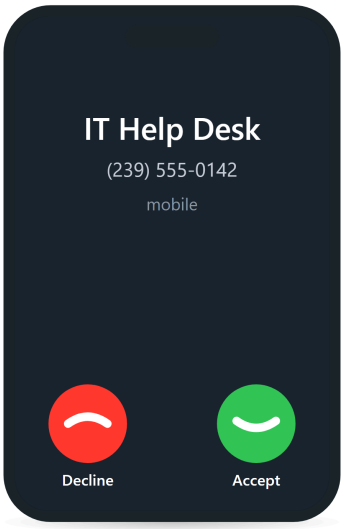
ONE CALL

6 One call, if anything doesn't come back right

A computer that won't turn on, or a network that won't connect, is worth a real diagnosis, not a guess.

WHAT TO DO

Call Naples Computers before you try to fix it yourself. We'll tell you what's actually wrong.



The 6-point plan

- [ ] Backups tested, off-site or cloud
  Not just a local copy that floods with the office
- [ ] A UPS for a graceful shutdown
  Not an abrupt power loss mid-save
- [ ] Equipment unplugged before you evacuate
  Safe from power surges when it comes back on

- [ ] Equipment photographed, for insurance
  Model and serial numbers, before anything happens
- [ ] Powered back up safely, after the storm
  Steady power first, then one device at a time
- [ ] One call, if anything doesn't come back right
  Not a guess, an actual diagnosis

Recap: the 6-point plan

- [ ] Backups tested, off-site or cloud
- [ ] A UPS for a graceful shutdown
- [ ] Equipment unplugged before you evacuate
- [ ] Equipment photographed, for insurance
- [ ] Powered back up safely, after the storm
- [ ] One call, if anything doesn't come back right

Photograph your equipment's model and serial number stickers before hurricane season, not during it. It's the detail an insurance claim actually needs.



Is your office ready for the next storm? We'll run through this plan with you.

Call 239-513-1960

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