

## Disaster Recovery Planning



A business owner never expects that a disaster would affect his business. Many take an "It won't happen to me" approach.

However, it is imperative that planning for such an event takes place *before* a disaster strikes!

### Disaster Recovery Planning for Small Businesses

Although we have access to certified disaster recovery planners, their process is larger in scope than what is needed for the smaller business. Because many of our clients are small to medium-sized businesses, we have developed a Disaster Recovery Planning process especially designed with them in mind. Our process centers around ensuring a return on the investment in planning.

The business owner must be able to save intangible valuables, report loss, and continue business. Therefore, **infotex** has taken the "full blown" plan and scaled it to meet the needs of the smaller business. The scope of the process is focused on predictable disasters that could easily affect the small business owner. Predictable disasters are those disasters which small businesses have insurance coverage for, such as fires, tornadoes, and floods.

The Disaster Recovery Planning process for small Business involves:

- ✓ Risk Identification
- ✓ Risk Assessment
- ✓ Risk Management

**"I always thought I'd never need something like this," says Ray Brown of C-Ray's Restaurants, who suffered from a devastating fire early this year. "Now I wish I would have spent just a little money and time planning for a possible disaster."**

It includes a review of insurance policies for coverage, a quick risk assessment to ensure adequate coverage, and the "creation of a suitcase" that is kept off-site. It contains everything needed in the event of a disaster.

The process developed by **infotex** takes approximately eight (8) hours to complete. The time includes meetings with **infotex** consultants and time gathering necessary documentation.

The process can actually vary from business to business, going outside the normal scope of the process, depending on the type of business involved and obvious risks that are not associated with insurance coverage. A good example would be HIPAA compliance for healthcare institutions.

Don't be caught off guard! Protect your assets and your business from a disaster by preparing with a Disaster Recovery Plan.

For additional information on this and other services offered by **infotex**, please call us at **(800) 466-9939!**