

Home Office Recovery Plan™

*The Essential Guide to Making Sure Your
Home Office Survives in the Event of an Emergency*



By Patty Gale and Diana Ennen

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The Essential Guide to Making Sure Your Home Office Survives in the Event of an Emergency

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Disclaimer: The content of this book is for informational purposes only in the event of an upcoming disaster and the authors claim no personal responsibility. You should stay turned to all news media, government officials, etc., and take all precautions advised by them in addition to the contents contained here.

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Introduction – A Note from the Authors

Hi!

My name is Patty Gale and I would like to personally thank you for purchasing the “*Home Office Recovery Plan – The Essential Guide to Making Sure Your Home Office Survives in the Event of an Emergency.*”

Whether you are just starting your home business, have been established for a while, or telecommute for your employer, please take the time to make the disaster recovery plan an essential part of your business plan. We also hope that you take advantage of our free services and update it regularly.

This guide has an interesting history as I was asked to write a disaster recovery plan for a local investment firm after 9/11. As I was in the midst of planning my own home-based business, I realized that home businesses are at even greater risk of loss should an emergency happen.

I searched the Internet and elsewhere and found some disaster recovery information, yet nothing specifically for the home-based business owner. I then realized the need for such a guide and went on a mission to put one together for my own business and now offer it to you.

Hi! -- And I'm Diana Ennen. I too saw a great need for this book. As a resident of South Florida for 20 years, I personally experienced many hurricanes and have first hand knowledge of how important it is to have a plan of action. Also, as a business owner since 1985, I know that protecting your business is crucial to your success and that of your family's as well.

Together we have worked to make this a valuable resource to help you though a time when every second might count. You will have at your fingertips all the tools you'll need to get your business up and running again should a disaster hit your area.

Everything in this guide is simple and easy to follow. All that is needed is approximately a day or two of your time. We know time is always hard to find as a business owner, but it's imperative that we do this. The peace of mind you will have in knowing that you have a solid plan to recover your home-based business in an emergency situation is priceless compared to having to start all over again.

If you haven't already done so, please sign up for our free newsletter, “Cornerstones of Success.” You will find the articles and information provided a valuable asset for your business and a motivational bi-monthly additional resource for tips on running your business.

Why a Disaster Recovery Plan?

After the horrific events of 9/11, many large and mid-sized companies across the U.S. created and implemented a solid plan that will allow them to ensure the safety of their employees and resume their business as quickly as possible in the event of an emergency. These same companies generally have reasonable financial resources that will carry them through. However, many small “mom & pop” businesses, much like the destroyed delis, coffee shops and small retail stores surrounding the World Trade Center, most likely do not have those same financial resources to locate elsewhere without a plan.

Additionally, we have experienced natural disasters including hurricanes such as Andrew and Charley that devastated Florida throughout the years, and others that hit the coastline of the United States. There are the wildfires that brought widespread havoc in California, tornados, flooding, and other disasters in other parts of the country. These are the things that we want to help you prepare for so you can keep your business functioning.

Here we talk about the major disasters! But, what about the disaster of a fire or theft in your office building? These are smaller disasters, but they can be just as devastating, and they happen all the time! Prepare your business now!!

When you consider it, your home or small business is at much the same risk, if not more so, than the small “mom & pop” brick & mortar store mentioned above. Whether your business is relatively new or well established, run on a full-time or part-time basis, if an unforeseen event or natural disaster should severely damage or destroy your home, your business is also immediately affected as well. Not only could you lose your home, but your livelihood as well. Can you imagine? One day you have a house and business, and the next day, you are faced with the daunting task of rebuilding both.

The purpose of the Home Office Recovery Plan is as follows:

- To provide you with a solid plan of action to get your business back up and running in a reasonable amount of time and ensure your peace of mind given the circumstances.
- To know that anyone could come in and successfully know all the crucial elements of your business necessary to get it back on track.
- To have everything you need in one place for insurance purposes, medical purposes, and safety and well being of family and co-workers.

It does not matter what type of home business you own in order to use this guide. It can be easily adapted to your particular circumstance. This document is more than a “how to” book. It provides a detailed, yet simple step-by-step guide for the business continuity of your company. It makes you think about your business, and what you need in order to prepare for a disaster. More importantly, even if a disaster or theft were **not** to occur, it would offer you the peace of mind knowing you have everything you need together, your computer backed-up, and your subcontractors and family members prepared and instructed on what to do in case something were to happen. Safe and Sound! Isn't that a marvelous feeling!!

Print this and complete it by following the instructions we have provided and then rest easier knowing you've taken the time to prepare.

But it doesn't stop here! This isn't something that you do once, put away and forget about completely until you need it. Think about how often you upgrade your equipment and software. Go ahead and add in each new piece of equipment when your purchase it.

And we also suggest signing up for our free reminder service. We will send you an automatic reminder twice a year to review your plan. It's a simple e-mail telling you it's time to take a

look at your plan. Another alternative is to update it whenever you change the time or the batteries on your smoke detector in your home. This can be an opportune time to consider revisiting your plan. You'll find areas you missed or want to add onto. Since we realize the importance of this document, we encourage you to write us and let us know what areas you feel we could add to this book.

You can write us at suggestions@homeofficerecoveryplan.com

How to Use this Guide

This guide is divided into several sections.

- a. First, you will complete all basic information about your company in the Administrative Information. This information is so anyone could walk in and know instantly who you are, what employees you have, where they can find information they need, etc.
- b. Next, we're going to take an entire inventory of your office(s). This includes your supplies, equipment, and contact information. This step is crucial. It involves making a detailed accounting of everything in your home office, whether it be a corner of the bedroom or your entire basement, it is vital to getting back up and running smoothly.
- c. Third, you will complete the steps necessary to make sure you have access to vital information in case your home office becomes un-useable.
- d. Fourth, you will actually create the Disaster Response Plan. This is what to do if disaster strikes. This includes: Whom to call, how to meet family members, and more.
- e. Support Documents and Checklists: We have created a detailed, yet simple checklist plan for you to make sure you have all the necessary documents and lists you need to make this guide. You can print as few or as many as you need.
- f. Bonus! We have also included checklists for your personal home information as well. After all, if your business is in your home, then you need to be able to get back on your feet as quickly as possible.

Ready? Let's begin...

But First things first. Take out a manila file folder and label it "Recovery Plan File." This is what we are going to use to organize and compile your important copies and documents as we work through this guide.



Just for Telecommuters

If you are employed and work either part of the week in your company office or completely from home, a contingency plan is equally important for your home office as for those with a home business.

You can follow the same steps as outlined throughout this guide with a few additions. We've added some things that are just for you.

Employer Name: _____

Employer Office Address: _____

Immediate Supervisor: _____

Home Phone: _____

Cell Phone: _____

Email: _____

Company Website: _____

Sometimes, a company will post disaster-related updates on their website. Ask your employer if they do this.

Does your employer have an established disaster recovery plan in place? _____

If yes, make a copy and keep it with this guide, as there will probably be instructions that you will need.

Administrative Information

Administrative information details specifics about your company. This document provides a detailed plan for the business continuity in the aftermath of a disaster. It will aid in the preparation for, response to, and recovery from a disaster. It requires the cooperative efforts of several support organizations in partnership with the functional areas supporting the "business."

For use in the event of a disaster, this document identifies the computer recovery facilities that have been designated as backups if the functional areas are disabled.

This document outlines the company structure and personnel. We recommend that a trusted person outside of the company have access to this information for easy retrieval.

Complete your company information below.

Company Name: _____

Physical Address: _____

City: _____

State, Zip: _____

Tax ID or EIN #: _____

(If you are a sole proprietor, you will probably use your Social Security #)

Mailing Address: _____

City: _____

State, Zip: _____

Phone: _____ Cell: _____

Fax: _____

E-mail Address: _____ Web Address: _____

Designated Person: _____

(This is a person outside of the business who has access to this information)

Designated Person Phone #: _____

Associate Information

List your subcontractors, employees, assistants, part-time help, etc., here. You will want to contact them as soon as possible.

Associate Contact Information:

Name #1: _____

Work Address: _____

Work Phone: _____ Cell Phone: _____

Home Address: _____

Home Phone: _____ Cell Phone: _____

E-mail Address: _____ Website: _____

Name #2: _____

Work Address: _____

Work Phone: _____ Cell Phone: _____

Home Address: _____

Home Phone: _____ Cell Phone: _____

E-mail Address: _____ Website: _____

Name #3: _____

Work Address: _____

Work Phone: _____ Cell Phone: _____

Home Address: _____

Home Phone: _____ Cell Phone: _____

E-mail Address: _____ Website: _____

The following information is vital for all businesses and families. This ensures that the right person will be contacted who knows the most about your business and who has the important paperwork. Also, it provides details on where to find information to get your business back up and running.

Company Attorney:

Attorney's Name: _____

Attorney's Phone#: _____

Location of Corporate Books: _____

Location of Agreements/Other Legal Documents: _____

Location of Pertinent Client Files/Back-ups: _____

Location of Wills & Trust: _____

Other Important Documents: _____

Company Accountant:

Accountant's Name: _____

Accountant's Phone #: _____

Accountant's Address: _____

Accounting Done on Computer -- File Location: _____

Back-up Location: _____

Additional Information: _____

Web Hosting Information:

Website(s): _____

Domain management and registration: _____

Web address and Phone #: _____

Does someone else besides you take care of the maintenance of your website? _____
If so, list that person and their phone here. _____

External Resources

External resources are those entities, usually public resources, that need to be contacted to let them know what happened and to see what their procedures are for repair. In addition to completing this, we recommend making one copy of each bill and keeping it in the folder with your important papers, as most public utilities have an emergency contact phone number that should be printed on your monthly bill.

Gas/Electric Company

Emergency Phone: _____

Telephone Company

Emergency or Repair #: _____

Local Fire, Police, EMT (this is in addition to 911 or if 911 is not available in your area)

Phone (non 911#): _____

Water Utility Company

Emergency Phone: _____

Landlord (if you rent your home or apt.)

Contact Name: _____

Phone: _____

Condo Association (if applicable)

Contact Name: _____

Phone: _____

Internet Service Provider

Phone: _____

Mortgage Company:

Phone: _____

Account #: _____

Insurance Information

This is an extremely important section to complete. Getting back up in business with the necessary funds will depend on how well you do your job here. Your homeowners or renters (if you rent) insurance policy may or may not cover your home business in the event of an emergency. If it does not, you may be able to add a **rider** to your existing policy, or you may have to take out a separate business policy. Your agent is the one to talk to about this.

Please check with your insurance company for verification. Premiums will vary from company to company, but a business insurance policy may make all the difference in the world when trying to recover from a loss.

As you go to prepare this form, make sure you have all the insurance you need in effect. Check the **DATES** on the policies! Know your insurance needs and exactly what constitutes coverage. Don't rely on someone's interpretation of the policy unless it's your agents. When questions arise, ask. For example, did you know the following?

- Many Homeowners Policies do not cover damage from a flood that accompanies a hurricane/storm.
- Windstorm insurance policies are not sold when a storm threatens, so you need to prepare in advance.
- There is also normally a 30-day waiting period before a new policy becomes effective.
- Once a storm warning has been issued, you cannot get coverage.



- A. Record the pertinent information in regard to your insurance policies. List each type of insurance that you have. These include: Homeowner's insurance, wind insurance, flood insurance, business insurance, renter's insurance, etc.

Note: Be specific and careful when documenting numbers.

Your Address: _____

City, State, Zip: _____



Insurance Company Name: (#1) _____

Kind of Insurance (i.e., Business/Home/Wind/Flood/etc.) _____

Insurance Address: _____

Insurance Phone: _____

Insurance Agent: _____

Insurance Policy Number: _____ Group #: _____

Additional Numbers: (Riders, etc.) _____

Insurance Company Name: (#2) _____

Kind of Insurance (i.e., Business/Home/Wind/Flood/Rent) etc.) _____

Insurance Address: _____

Insurance Phone: _____

Insurance Agent: _____

Insurance Policy Number: _____ Group #: _____

Additional Numbers: (Riders, etc.) _____

Insurance Company Name: (#3) _____

Kind of Insurance (i.e., Business/Home/Wind/Flood/Rent, etc.) _____

Insurance Address: _____

Insurance Phone: _____

Insurance Agent: _____

Insurance Policy Number: _____ Group #: _____

Additional Numbers: (Riders, etc.) _____



Insurance Company Name: (#4) _____

Kind of Insurance (i.e., Business/Home/Wind/Flood/Rent) _____

Insurance Address: _____

Insurance Phone: _____

Insurance Agent: _____

Insurance Policy Number: _____ Group #: _____

Additional Numbers: (Riders, etc.) _____

Many people have two homes (a summer home and a winter home). List your second home here and include the appropriate information.

Your Home Address #2 : _____

City, State, Zip: _____

Insurance Company Name: (#1): _____

Kind of Insurance (i.e., Business/Home/Wind/Flood/etc.): _____

Insurance Address: _____

Insurance Phone: _____

Insurance Agent: _____

Insurance Policy Number: _____ Group #: _____

Additional Numbers: (Riders, etc.) _____

Insurance Company Name (#2) : _____

Kind of Insurance (i.e., Business/Home/Wind/Flood/etc.): _____

Insurance Address: _____

Insurance Phone: _____

Insurance Agent: _____

Insurance Policy Number: _____ Group #: _____

Additional Numbers: (Riders, etc.): _____

B. Health Insurance Information

This will be important to have in the event of any injuries that require immediate medical attention.

Hospital Affiliation: _____

Insurance Company Name: (Primary): _____

Insurance Address: _____

Insurance Phone: _____

Insurance Policy Number: _____ Group #: _____

Insured's Name: _____ Insured's Date of Birth: _____

Benefits: _____

Additional Information: _____

Insurance Company Name (Secondary) _____

Insurance Address: _____

Insurance Phone: _____

Insurance Policy Number: _____ Group #: _____

Insured's Name: _____ Insured's Date of Birth: _____

Benefits: _____

Additional Information: _____

Life Insurance _____

Insurance Address: _____

Insurance Phone: _____

Insurance Policy Number: _____ Group #: _____

Insured's Name: _____ Insured's Date of Birth: _____

Benefits: _____

Additional Information: _____

Do you have a Living Will? _____

Location: _____

C. Auto Insurance Information

Often your company vehicle can be involved. However, this is important information to have regardless.

Auto #1

Type of Vehicle: _____ Year _____ Make _____

Vehicle Identification Number (VIN#) _____

Lease or Purchase? _____

Name of Finance Company: _____ Phone: _____

Account #: _____

Registration _____ License Plate # _____

Is this used for Business Purposes? _____

Insurance Company Name: _____

Insurance Address: _____

Insurance Phone: _____

Insurance Policy Number: _____

Additional Information: _____

Auto #2

Type of Vehicle: _____ Year: _____ Make: _____

Vehicle Identification Number (VIN#): _____

Lease or Purchase?: _____

Name of Finance Company: _____ Phone: _____

Account #: _____

Registration: _____ License Plate #: _____

Is this used for business purposes?: _____

Insurance Company Name: _____

Insurance Address: _____

Insurance Phone: _____

Insurance Policy Number: _____

Additional Information: _____

D. Boat Insurance Information

Type of Boat: _____ Year: _____ Make: _____

Vehicle Identification Number (VIN#) _____

Lease or Purchase? _____

Name of Finance Company: _____ Phone: _____

Account #: _____

Registration: _____ License Plate # _____

Insurance Company Name: _____

Insurance Address: _____



Insurance Phone: _____

Insurance Policy Number: _____

Additional Information: _____

E. Banking Information

It will be very important to have your business account information handy in case your home is not accessible for a while.

Bank Name _____

Street Address: _____

City, State, Zip _____

Phone: _____

Business Checking Acct. #: _____

Name of Business on Account: _____

EIN # or SS #: _____

Business Savings Acct. #: _____

Safe Deposit Box #: _____

PIN #: _____

Additional Business Accounts
i.e. Money Market: _____

PayPal Account: _____

Password: _____

E-mail Address Used: _____

Additional Information: _____



Other Merchant Accounts: _____

User ID: _____

Password: _____

E-mail Address Used: _____

Web Address (if applicable): _____

Additional Information: _____

Bonds/CDs/Other Online Info _____

User ID: _____

Password: _____

E-mail Address Used: _____

Web Address (if applicable): _____

Additional Information: _____

F. Business or Re-sale License Information

If your business requires a state license or re-sale certificate, list it here. These are usually handled through your state’s revenue office, but call your state’s capitol business registration office to make sure. You will probably want to let them know that your business may be temporarily halted for a short while.

Business License # _____

Or

Re-Sale Certificate _____

State Revenue Office Phone: _____

G. Personal Information

This information is critical to your care in the hospital should an event leave you injured and unable to inform others of your prior medical conditions. Often times, most family members are not aware of the exact medication(s) you may be taking and the exact names of your medical condition(s). If you’d like to test this theory, go ahead and ask

any member of your family right now what medicines you take. I think you'd be surprised. For those with mental, heart, diabetes, and other conditions, it's imperative to have this information at the beginning of treatment. You should have a bracelet with your medical condition on it, but we've found many don't.

And why does this apply to your business plan you ask? Well, you are your business. If something were to happen to you, your business ceases to exist. This step enables you to get up and running as quickly as possible, and keep you as healthy as possible.

Name #1: _____

Doctor's Name #1 _____ Phone: _____

Doctor's Name #2 _____ Phone: _____

Medical Conditions _____

Medicines and Dosage instructions: _____

Allergies: _____

Blood Type: _____

Pharmacy Name: _____ Phone: _____

Additional Information: _____

Name # 2: _____

Doctor's Name #1 _____ Phone: _____

Doctor's Name #2 _____ Phone: _____

Medical Conditions: _____

Medicines and Dosage Instructions: _____



Allergies: _____

Blood Type: _____

Pharmacy Name: _____ Phone: _____

Additional Information: _____

Name #3: _____

Doctor's Name #1 _____ Phone: _____

Doctor's Name #2 _____ Phone: _____

Medical Conditions _____

Medicines and Dosage Instructions: _____

Allergies: _____

Blood Type: _____

Pharmacy Name: _____ Phone: _____

Additional Information: _____

Name #4: _____

Doctor's Name #1 _____ Phone: _____

Doctor's Name #2 _____ Phone: _____

Medical Conditions _____

Medicines and Dosage Instructions: _____



Allergies: _____

Blood Type: _____

Pharmacy Name: _____ Phone: _____

Additional Information: _____

Furniture:

Desk:

Description: _____

Original Cost: _____

Year Purchased: _____

Photo Taken?: _____

Hutch:

Description: _____

Original Cost: _____

Year Purchased: _____

Photo Taken?: _____

Chair(s):

Description: _____

Original Cost: _____

Year Purchased: _____

Photo Taken? _____

Table(s):

Description: _____

Original Cost: _____

Year Purchased: _____



Photo Taken?: _____

Worktables:

Description: _____

Original Cost: _____

Year Purchased: _____

Photo Taken?: _____

Shelves:

This would be any supply shelves, bookshelves, etc.

Description: _____

Original Cost: _____

Year Purchased: _____

Photo Taken: _____

Lamp(s):

Description: _____

Original Cost: _____

Year Purchased: _____

Photo Taken: _____

Other:

Description: _____

Original Cost: _____

Year Purchased: _____

Photo Taken: _____

Client Files

It is essential to have back-ups of all important client files.

Paper Files: If you have client files in paper form in a file (i.e., folder or in a filing cabinet), it is essential to have back-ups of these. Depending on the information kept, your client files will be essential in recovering your business in the event of loss. It can be beneficial to have them in a digital form in order to recreate them later if necessary.

There are two options in making copies of all your client files. You can make copies of your important client documents to keep at a secure location outside your home, or you can scan them into your computer in order to “burn” onto CD’s (also to be kept at a secure location outside your home).



Copying Client Files: If you have the time and a copier, you can do this yourself or ask a family member to help. If you do not have the time to make copies or do not have a copier, most office supply stores such as Office Depot, Staples, Kinko’s, and the UPS store will make copies for you. Look for sales. Often times you can get prices as low as two to three cents a copy. Prices do vary from store to store. Once your copies are secure, keep them in your Recovery Plan File or a location off site.

Scanning Client Files: If you prefer and if you have a scanner, you can scan your client documents directly into your computer. Depending on the model of your scanner, you may or may not have software on your computer for scanning. If you would like to purchase a scanner, there are a wide variety of models & prices to choose from. Pick one that is within your budget and that best fits your needs.

This brings us to a good point—**Who are your clients?** In my instance with a virtual assisting business, I have clients worldwide and many might not know something happened. Therefore, it’s important to have a complete listing of your clients for easy retrieval.

Client List: Name, address, phone & email in one document on your computer, NOW is the time to gather that information and create one. This does not have to be anything fancy. Open either a new word processing or spreadsheet document on your computer and create five columns—

Name Address Phone Email Web Address

Enter all your client contact information and save the document with a name that you can easily retrieve at a later time.

You might also have a database of your clients. Here you would document where that database can be found and we will be creating a backup later in this guide.

This document should also be given to another party so they would be able to notify your clients in case of an emergency and you were not able to work.

Check off and date below when complete.

Client Copies Made: _____

Client Contact List: _____

Name of Party Who Has List: _____

Phone Number of Party Who Has List: _____

Supply / Vendor Files

These files will contain information & receipts from companies you purchase supplies from such as your office equipment, postage, supplies that go into making your products, etc.

In copying, follow the same instructions as above. Whether you choose to make copies or scan them into your computer, this supply /vendor contact list, should be easily accessible. If you decided to make copies instead of scanning, keep these to the side in your Recovery Plan File once completed.

Create a “Vendor File” now by opening a new word processing or spreadsheet document and proceed much the same as you did with the file you created for your clients.

Vendor Name Phone # Contact Person Email Web Address

Save the document with a name that you can easily retrieve at a later time.

Check off and date below when complete.

Supplies / Vendor Copies Made _____

Supplies / Vendor Contact List _____

Research Files

Depending on the nature of your company, you may have various research files pertaining to any number of different topics. You will need to determine which files will be absolutely necessary to make copies of. Is there certain information that will be readily attainable elsewhere if yours are not? Finally, which files are not crucial to your business?

For the files not readily available elsewhere, yet important to your business, follow the procedures for making copies or scanning.

Check off and date below when complete.

Research Files Copies Made _____

Bookkeeping Files

As many business owners do their own bookkeeping through programs such as Quickbooks or Quicken, they need to make sure that they keep a file of their books in a secure location as well. It's even more important if you are doing bookkeeping for any of your clients. I have a back-up here at home and at another secure location. Also, in checking with a bookkeeper who specializes in this, she states that she does a daily back-up and also keeps a back-up of her clients' bookkeeping files in a safe deposit box at her local bank. It's critical to have this information for retrieval to back-up your clients' data. Their businesses are depending on you!

On Your Computer Name of File: _____

Location/Drive: _____

Bookkeeping Location Copy: _____

Clients Who You Perform Bookkeeping For: _____

Accountant _____

Email Addresses / Instant Messaging Screen Names

In addition to your important files, we need to create a list of your important non-client email address and instant messaging screen names. Make sure to record if the screen name is for

AOL, Yahoo, MSN or ICQ or any other IM service you may use. This will be important if you need to reinstall these instant messaging services on another computer.

Open a new word processing or spreadsheet document now and create the following columns:

Name Email Address Instant Messaging Screen Name

Complete all the appropriate information. Once your list is complete, print it and keep it with the other copies of documents for your recovery file. Save it on your hard drive in a directory that is easy to remember.

Affiliate Sites

In addition to your proprietary business, you may also be an affiliate of other products and services as well. Perhaps your entire business is centered around affiliate programs. If so, it will be crucial to make sure you have documented the important information needed in order to access those sites and affiliate services from another computer if the case should arise. If you don't already have a document with this information, let's do that now by opening up a new word processing or spreadsheet document.

Affiliate Service User ID Password
(Commission Junction, Linkshare, etc.)

If you are an affiliate of programs that do not use the types of services mentioned above, you will need to keep track of the following:

Affiliate Product URL Unique affiliate ID UserName Password

Once you have these complete, print and put into your Recovery Plan File folder.

Office Supplies

These are everyday office supplies such as pens, pencils, highlighters, etc. It is not necessary to list the exact number of pencils, pens, highlighters or staples, although it is a good idea to have a close estimate. If you have pens of value, such as Cross Pens or other, list those separately. This is also beneficial so that when you get back up and running, you can easily have things written down to know what to buy.

- | | | | | | |
|--------------------|-------|---------------|-------|----------------|-------|
| Pens | _____ | Stamps | _____ | Disks | _____ |
| Pencils | _____ | Glue | _____ | Highlighters | _____ |
| Printer ink | _____ | Post-it Notes | _____ | Spiral Folders | _____ |
| Scissors | _____ | Rulers | _____ | Resume Paper | _____ |
| Adhesive Tape | _____ | File Folders | _____ | Binders | _____ |
| Envelopes | _____ | Hole punch | _____ | | |
| Blank CD's / DVD's | _____ | Other | _____ | | |
| Stapler / staples | _____ | Other | _____ | | |
| Printer Paper | _____ | Other | _____ | | |



Valuable Items _____

Valuable Documents

We can't stress enough the importance of taking care of all important documents. Do you have a will drawn up? If not, get one. There are so many reasons to have this. Not only for financial reasons, but for the protection of your children and who will be entrusted to care for them.

One simple method to keep your account numbers handy for credit cards, brokerage statements, monthly bills, is to make a copy and keep everything in one place. You don't need the whole bill. Look for your most recent statements and the page with the important information. Let's do that now.

Birth certificates -- (Location of): _____

Stock Certificates: _____

Savings Bonds: _____

Social Security Cards: _____

Drivers Licenses: _____

Student ID Cards: _____

Health Insurance Cards (front & back): _____

ATM Cards: _____

Passports: _____

Immunization Records: _____

Personal Bank Account and Credit Card Numbers: _____

Photos/Video of Your Home and Valuable Property: _____

Vehicle Titles: _____

Military Service Papers: _____

Marriage License: _____

Deeds: _____

Investment / Brokerage Accounts: _____

Photos: _____

Backing Up Computer Data

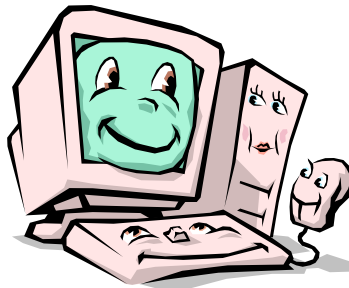
WARNING!! DO NOT SKIP THIS STEP!

You have too much invested in your business to not perform a regular backup of the data on your hard drive. If you have numerous documents or graphics, your websites, financial information, etc., it is vital to make sure this is followed though. Your business would be rendered crippled if you cannot restore this information on another computer should yours become damaged or destroyed.

This is important not only for disaster recovery planning, but also if there is a loss to your system such as a hard drive crash. Ask yourself this... "How much disruption and money would it cost me if my data wasn't backed up?"

Backing up the data from your hard drive is not difficult at all. You should also do this even if you only use a laptop. Should your computer become inaccessible during an emergency, this data will be available elsewhere.

O.K.. ...Let's get started and oh ... One more thing. It does not matter whether you use a P.C. or an MAC. The processes we are going to perform can be done in the same manner on either, there might only be slight variances in software.



Two Types of Backups

There are basically two ways to backup the important information from your hard drive. The first is a full backup and the second is an incremental backup. A full backup is where you make a complete copy of all the data on your hard drive. An incremental backup is done only to update any recently changed information since the full backup was performed. At the time of this writing, the most common medium used to create backups are CD's and tape systems.

Performing a Full Backup

The very first thing you need to know is whether your CD drive in your computer is a re-writeable drive. (If you have purchased a computer within the last 5 years, it more than likely has a CD drive or a DVD drive). If you are unsure whether the CD drive is re-writeable, check your computer manual as you must have a re-writeable drive in order to create CD's.

If your computer does not have a CD “burner” (as they are sometimes called), you may have to purchase an external CD ‘burner.” The prices vary, so check with your local computer store.

You may be asking, “What about using floppy disks?” I do not recommend using floppy disks for two reasons. CD’s hold numerous times more data and record data at much faster rates than a floppy disk does. Technology is always changing and, at the time of this writing, floppy disks are pretty much on their way out. The computer manufacturers usually do not include a floppy drive on new computers any longer. The technology of the floppy drive / disk simply does not compare to that of a CD or DVD. However, let’s say that’s all you have at this time. By all means, use it!

One note: CD’s are used mostly for data storage, while DVD’s are used mostly for making movies. For our sake, re-writable CD’s (or CD-RW) are what we are going to use.

“Burning the Disk”

Your computer probably has software that will copy the files you specify and “burn” them on to the CD. If you are unsure, please check your system and or computer manual. For most CD software applications that write onto the disks, the process is pretty simple.

For the most part you select the directories / files / folders you want to copy onto the disk and tell the software to write it to the CD. The software will usually tell you how much space the information will take up on the disk and will alert you if your total files will take up too much space. This is usually not a concern as most CD’s hold approximately 700 mb of space, which are a lot of files.

*** Important** – Check to make sure your business plan and marketing plan are on your hard drive. If it has been a while since they were written, they may have been “lost in the shuffle.” If they are not on your hard drive and are printed, make an extra copy of each now and put them in your Recovery Plan File folder. Also, you will want to double check and make sure that the CD works by testing it.

If this is your very first time backing up your computer data, you are going to do a complete backup, which means copying everything from your hard drive onto CD’s. I cannot know how many CD’s that will take, as I do not know how much information is stored on your hard drive. A package of blank CD-RW’s are not that expensive considering the value of the data you don’t want to lose.

As you burn each CD, make sure to keep a log of the folder / file names on each CD. This can be done in a notebook or legal pad. After you have them all complete, you can either create CD labels for them or simply number each one and keep a separate log.

Make two identical copies of each disk. One copy you are going to keep in your office for easy access. If your computer should have technical problems and you lose data on your hard drive, you will have the data readily available. The other copy is going to be stored at an offsite location, which we will discuss later.

While we are doing this, we are also going to create a schedule to regularly backup your data. Now that you have an initial full backup, it is important to make sure and save updated information that you create on an ongoing basis. This could be daily, every other day, or weekly. It will depend on the size and nature of your business, but you do not want to go more than one week without incremental

backups. Make sure to mark this on either your day planner or on your computer if you have a calendar there.

* NOTE: As a special supplement to our package -- We are offering the option is to sign up for our free reminder service! We will send a very simple one-line email each Friday that reminds you to backup your computer.

Visit our site at:

<http://www.HomeOfficeRecoveryPlan.com> under "Our Services" if you would like this service.

Computer Backup Schedule

Date	Full Backup	Incremental Backup	# of disks made	2 nd copy offsite

Backup Hardware

So, how do you get your business back up and running if your computer hardware in your office is temporarily or permanently damaged? You have to have either a backup site (friend or relative) that you would have permission to use or you can invest the money in buying a laptop if you don't already own one.

Remember if you have done a full back-up, everything for your business will still be there. Isn't that an incredible feeling? Now hopefully your computers will be there. But, here are some suggestions for planning ahead in case your home would be seriously damaged.

A backup site for using computer hardware for your business may be a challenge, as you would probably need to install some of your software onto their existing computer. Something to seriously consider is to make the investment in the purchase of a laptop for your business. I am not saying that you should go run out and spend a lot of money on a laptop right away. However, you could make a goal to save for this.

Since the laptop would be used solely as a backup computer, you probably won't need all the "bells & whistles." There are even re-furbished laptops that would serve the purpose well and be much less expensive than a brand new one.

If you need a printer to “get by” until your home office is fully restored, there are any number of inexpensive (less than \$100) printers that should get you through.

You can search online at any of the larger computer manufacturers or you can check some of your local computer stores or office supply stores as well.

If you are a telecommuter, check with your employer’s procedures to determine a secondary site to work from until your home office is back up and running.

Business Continuity Plan

It would be impossible to predict the type of event and extent of damage that could happen in any given circumstance surrounding loss due to a natural or man-made disaster.

Even so, it is important to have your continuity plans, which are procedures that you should follow as closely as possible to get your business back up and running. At minimum, this should allow you to notify family members not living with you, essential personal and your clients of the situation.

Meeting Place

Identify a safe place for family members and/or employees to gather. A safe place will depend upon the nature of the disaster as to whether it is a building-only related (i.e., house destroyed) disaster, or an area-wide (i.e., tornado hit city) disaster.

This pre-determined meeting place should be discussed with family members prior to the time of the emergency. Families who have children should have drills, at least twice per year, so they are familiar with this information and can recall it easily, especially under stress.

The family members should also have a contact person. This can be a family member or friend. We suggest having a local one and also an out-of-town source. Young children should carry this information in a backpack or purse. We have included several blank ones in the index that you may complete, cut out and use.

If building-related only, our safe place to meet is:

Directions: _____

Contact Persons: _____

Contact Person’s Phone Number: _____



If area-wide disaster only, our safe place to meet is:

Directions: _____

Contact Persons: _____

Contact Person's Phone Number: _____

Emergency Contacts: (i.e., neighbors or family)

You definitely want to have handy the phone numbers of your immediate neighbors and any family members not living with you. What we have done in addition to this for our family was to make a little 3x5 card, have it laminated, so each family member could easily carry it. This is especially beneficial for younger children.

Name: _____ Name: _____

Address: _____ Address: _____

City: _____ City: _____

State, Zip: _____ State, Zip: _____

Phone: _____ Phone: _____

Cell: _____ Cell: _____

E-mail _____ Email _____

Name: _____ Name: _____

Address: _____ Address: _____

City: _____ City: _____

State, Zip: _____ State, Zip: _____

Phone: _____ Phone: _____

Cell: _____ Cell: _____

E-mail _____ Email: _____

To be continued ...



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