



Certified Public Accountants and Advisors

GUIDING YOU TO SUCCESS

BE PREPARED!

Natural and human-made disasters can strike anywhere and anytime. Here are six ways your business can be prepared.

1. Identify all your risks. Hurricanes and flooding may be on your list, but also consider prolonged power outages and cyber threats.
2. Develop an emergency plan, communicate employees' responsibilities and have alternate locations where you can work.
3. Design a process for how to return to normal afterwards. Consider ways to compensate for lost revenue and other damages.
4. Store computer files off site and/or in the Cloud. Draft a detailed IT recovery plan.
5. Map out evacuation routes in your building and practice them with your staff. Train employees on what to do should a crisis occur.
6. Consider having emergency kits or supplies on hand like batteries, first aid supplies, flashlights, and extra building and office keys.



(516) 294-0400



(516) 938-0491



415 CROSSWAYS PARK DR.
SUITE C
WOODBURY, NY 11797

KVLSMCPA.COM



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