

## “It Will Never Happen to Me” – Disaster Planning

- 1) Backup your files and then test and verify your back-up. It amazes us how many users say to us they “assumed” they had the data backed up. You should always have a backup in an external location.
- 2) Keep all your software + activation codes for that software in a safe place.
- 3) Do not let your *Outlook Inbox* get too full. The bigger your *Outlook Inbox* the more likely it is to go corrupt. When your *.pst* file (outlook data store file) goes corrupt, it is possible you will lose all your emails and contacts. Archive your emails regularly.
- 4) Make sure you have quality Anti-Virus software that is running and up-to-date.
- 5) Never run major hardware or software upgrades without a full and verified data backup.
- 6) Expect the unexpected. Most users have the attitude “it will never happen to me” but incidents can happen. Common incidents that catch people out are:
  - i) Fire
  - ii) Flood – usually when somebody inadvertently leaves a tap on.
  - iii) Theft – intruders physically getting into premises and removing all your pc equipment.
  - iv) Employee Sabotage – A disgruntled employee can destroy data and physically damage your I.T hardware.
  - v) Power Surge – A power-surge is another totally out-of-the-blue event that catches even the most I.T savvy users out. Make sure you have a quality power-surge protector installed.