

A dramatic, high-angle photograph of a city skyline under a dark, cloudy sky. In the foreground, a large skyscraper is engulfed in intense orange and yellow flames, with thick smoke billowing out. The city below is visible through a haze of smoke and fire.

## Checklist: 10 Things You Need in Place to **Survive Disaster**

As an insurance agency, you provide your clients with crucial protection against the worst of situations. Have you ever wondered is there's someone who could do that for you?

IT-related emergencies can strike at any time, whether it's a malware attack, natural disaster or system crash. That's why you need your own insurance to protect your IT against a range of disasters. The right disaster recovery plan can help you ensure that your insurance agency can continue to accomplish work, maintain compliance and keep unproductive downtime at a minimum.

**Consider these vital steps when determining how you will react when disaster strikes:**

- DEVELOP** a robust and detailed Disaster Recovery plan that shows your staff what to do in the event of a disaster in order to avoid unnecessary damages, address possible causes and return to an operational state as quickly as possible.
- EMPLOY** not one, but three layers of backup – Image, Onsite and Offsite – in order to mitigate the risk of data loss.
- AUDIT** all of your data and then set them into categories: critical, important and not needed to backup. This allows you to follow a system of priorities when it comes to backing up your files.
- MAKE SURE** you know the point in time you will need to restore to in the backup application, for compliance purposes as well as your business needs.
- DEVELOP** a clear timeframe based on how long you can be down for when a restore is needed.
- CONFIRM** that you are maintaining compliances for your business, such as PIPEDA, PHIPA, IFRS, ASPE, etc.

- SET UP** business procedures to monitor your backups through email, web dash panels or SMS so that you know which are successful and which are not.
- ENSURE** your staff is properly trained on how to use the backup application so that they can run simple changes and complete tests as need be.
- MAKE SURE** that you have satisfactory response time from your offsite supplier. Is their restore time sufficient for your business? Does your internet connection or their connection have the ability to handle large amounts of transferred data in the necessary amount of time?
- PUT** a testing schedule in place to verify your ability to restore systems, and run the tests on a regular basis.

## The Good News Is...

*You don't have to handle Disaster Recovery on your own.*

As vital as each one of those tasks is for your response to a disaster, there is still the problem of making sure they are all done on a regular basis. That's where a trusted partner in IT support can be so helpful. By having an expert team of Disaster Recovery professionals assess your IT environment and manage its many aspects, you can ensure that your technology is prepared for the worst, without having to see to it yourself.

The Coleman Technologies team of IT security experts will assess your insurance agency's environment to identify any opportunities for improvement so that you can enjoy a genuine peace of mind when it comes to protecting your clients' financial assets and sensitive information.

***Don't continue without the right IT insurance policy any longer!***

**Get in touch with Coleman Technologies right away at (604) 513-9428 or [info@coleman.biz](mailto:info@coleman.biz)  
to ensure you're prepared for the worst.**