We have had a very busy summer and Fall is officially here! I just returned from a conference in San Francisco on maximizing Cloud technologies with Box. We have moved some key aspects of our infrastructure to the Cloud and it has helped us be more productive.

September is Disaster Preparedness Month. Is your business prepared?

This Saturday RMS will be participating in Smyrna Public Safety Foundation’s inaugural Survival Festival. The festival includes a Kickoff ride (for those who ride motorcycles) as well as local businesses, Smyrna first responders and Emergency Management Officials to educate the public on what to do in times of natural disaster.

Please check out page three for details and come out to see us Saturday!

Could Your Business Survive a Disaster?

Since September is national Disaster Preparedness month, we thought we’d ask you some tough questions. How quickly could your business be back up and running after a natural disaster, a server crash, a major virus attack that takes down your network, or any other data-erasing catastrophe in your business? Do you have any idea? Is this even important to you or your business? Or is it one more little detail that you don’t want to bother worrying about? Make sure to read the article on page 2 for answers to these tough questions!
“The 10 Disaster Planning Essentials For A Small Business Network

If your data is important to your business and you cannot afford to have your operations halted for days – even weeks – a disaster can happen at any time on any day and is likely to occur at the most inconvenient time. If you aren’t already prepared, you run the risk of having the disaster coming before you have in place a plan to handle it.

1. **Have a written plan.** As simple as it may sound, just thinking through in ADVANCE what needs to happen if your server has a meltdown or a natural disaster wipes out your office, will go a long way in getting it back fast. At a minimum, the plan should contain details on what disaster could happen and a step-by-step process of what to do, who should do it and how. Also include contact information for various providers and username and password information for various key web sites. Writing this plan will also allow you to think about what you need to budget for backup, maintenance and disaster recovery. If you can’t afford to have your network down for more than a few hours, then you need a plan that can get you back up and running within that time frame. You may want the ability to virtualize your server, allowing the office to run off of the virtualized server while the real server is repaired. If you can afford to be down for a couple of days, there are cheaper solutions. Once written, print out a copy and store it in a fireproof safe, an offsite copy (at your home) and a copy with your IT consultant.

2. **Hire a trusted professional to help you.** Trying to recover your data after a disaster without professional help is business suicide; one misstep during the recovery process can result in forever losing your data or result in weeks of downtime. Make sure you work with someone who has experience in both setting up business contingency plans and experience in data recovery.

3. **Have a communications plan.** If something should happen where employees couldn’t access your office, e-mail or use the phones, how should they communicate with you? Make sure your plan includes this information including MULTIPLE communications methods.

4. **Automate your backups.** If backing up your data depends on a human being doing something, it’s flawed. The #1 cause of data loss is human error. ALWAYS automate your backups so they run like clockwork.

5. **Have an offsite backup of your data.** Always, always, always maintain a recent copy of your data off site, on a different server, or on a storage device. Onsite backups are good, but they won’t help you if they get stolen, flooded, burned or hacked along with your server.

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**Shiny New Gadget Of The Month**

**HydraCoach Water Bottle**

*It Thinks While You Drink!*

**Introducing an Evolutionary Leap in Hydration!**

The HydraCoach water bottle calculates, monitors and reminds the user to consume enough fluid for any activity or situation that a human could encounter.

**ARE YOU DRINKING ENOUGH FLUIDS?**

*Check them out at hydracoach.com.*
For A Small Business Network

A disaster – due to data loss or corruption, then you need to read this report and act on the information shared. A disas-
pared, you run the risk of having the disaster coming before you have in place a plan to handle it.

6. **Have remote access and management of your network.** Not only will this allow you and your staff to keep working if you can’t go into your office, but you’ll love the convenience it offers. Plus, your IT consultant should be able to access your network remotely for emergencies or routine mainte-
nance.

7. **Image your server.** Having a copy of your data offsite is good, but keep in mind that all that informa-
tion has to be RESTORED somewhere to be of any use. If you don’t have all the software disks and li-
censes, it could take days to reinstall your applications (like Office, accounting software, etc.) even though your data may be readily available. Imaging your server is similar to making an exact replica; that replica can then be directly copied to another server saving an enormous amount of time and money in getting your network back. To find out more about this type of backup, ask your IT professional.

8. **Network documentation.** Network documentation is simply a blueprint of the software, data, sys-
tems and hardware you have in your company’s network. Your IT manager or IT consultant should put this together for you. This will make the job of restoring your network faster, easier AND cheaper. It also speeds up the process of everyday repairs on your network since the technicians don’t have to spend time figuring out where things are located and how they are configured. And finally, should disaster strike, you have documentation for insurance claims of exactly what you lost.

9. **Maintain Your System.** One of the most important ways to avoid disaster is by maintaining the se-
curity of your network. While fires, floods, theft and natural disasters are certainly a threat, you are much more likely to experience downtime and data loss due to a virus, worm or hacker attack. That’s why it’s critical to keep your network patched, secure and up-to-date. Additionally, monitor hardware for deterioration and software for corruption. This is another overlooked threat that can wipe you out. Make sure you replace or repair aging software or hardware to avoid this problem.

10. **Test, test, test!** A study conducted in October 2007 by Forrester Research and the Disaster Recovery Journal found that 50 percent of companies test their disaster recovery plan just once a year, while 14 per-
cent never test. If you are going to go through the trouble of setting up a plan, then at least hire an IT pro to run a test once a month to make sure your backups are working and your system is secure. After all, the worst time to test your parachute is AFTER you’ve jumped out of the plane.

**Want Help In Implementing These 10 Essentials?**

**Call RMS For A FREE Disaster Recovery Audit.**

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The Survival Festival  Smyrna, GA

Do you have an emergency plan if a disaster were to strike?
Would you like to learn how you can be better prepared?

Then join us at The Survival Festival on September 28, 2013, at 11:00 am. The Smyrna Public Safety Foundation is hosting a special event at Smyrna Market Village to celebrate National Preparedness Month. Local business-
enses (including RMS), Smyrna first responders and Emergency Management officials will be onsite, displaying their products and services which should help you in times of crisis. We’d love to see you there!! For more info, visit [http://survivalfest.bpt.me](http://survivalfest.bpt.me).
Services We Offer

- Cloud Solutions
- Technology as a Service
- Total Business Continuity Protection
- Proactive Network Maintenance/Monitoring
- Network Design & Implementation
- Network Security
- SPAM & Virus Remediation & Prevention
- 3CX VOIP Phone System

Come see RMS at the 2013 Survival Festival

Smyrna Village Green
September 28th

September is National Preparedness Month. Is your business prepared for a natural disaster?

RMS will be on hand with public safety officials to discuss business continuity, disaster and data protection for your business. Come out, support a great cause and learn valuable information to save your business!

For more information, please check out survivalfest.bpt.me or www.facebook.com/SurvivalFest

We Would Love To Hear From YOU!

If you have noticed an RMS associate going above and beyond the ordinary for you either on-site or over the phone, please let us know so we may reward them! Please e-mail me at rrowe@rmsatl.com. Thanks!

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