

Hurricane Preparedness Gap Guide

What Most Businesses Forget Until It's Too Late

Provided by Turn Key Solutions | www.tks.la | 225-751-4444 | ask@tksl.a

Power & Connectivity Gaps

- Have we tested our backup generator recently?
- Do we have enough fuel to last 3+ days?
- Are UPS (battery backup) units in place for vital systems?
- Do we have portable chargers or solar-powered banks for phones and Wi-Fi hotspots?
- Have we planned for internet outages (LTE router or mesh failover options)?

Communication Gaps

- Do employees know how and where to get updates?
- Do we have a text alert system or backup communications plan?
- Is there a plan to communicate with clients, vendors, or regulators during a disruption?
- Do we have external messaging templates (email, social media, press)?
- Are emergency contact lists stored somewhere accessible offline?

Staff & Operations Gaps

- Can essential functions continue if key staff are unavailable?
- Are employees cross-trained for mission-critical tasks?
- Do we have a coverage plan for multiple-day absences or evacuations?
- Is remote work feasible if the office becomes inaccessible?
- Have we considered employee well-being during prolonged outages?

Data & Document Gaps

- Are our critical files backed up in immutable/cloud storage?
- Do we have offline access to copies of policies, client info, and contact records?
- Are backups regularly tested and protected from ransomware?
- Have we digitized important paper documents (insurance, contracts, compliance records)?
- Do we have a cyber incident response plan if systems are attacked during downtime?

Facility & Environmental Gaps

- Are we prepared for water damage or mold prevention during extended closures?
- Do we have a post-storm inspection checklist for safety before reopening?
- Is climate control in place for sensitive equipment or medication storage?
- Do we have backup sanitation/hygiene supplies on hand?



Vendor & Compliance Gaps

- Have we verified our vendors' disaster plans and contact info?
- Do we have an alternate source for mission-critical supplies or services?
- Are we compliant with data privacy (HIPAA, etc.) in emergency communications?
- Do we have a plan to handle regulator inquiries if we go offline?

Financial & Insurance Gaps

- Have we reviewed our business interruption, flood, and property insurance?
- Have we documented assets with photos/video for claims?
- Do we know how to file a claim quickly and efficiently?
- Are policy numbers and agent contacts stored in a cloud-accessible file?

Planning & Training Gaps

- Have we run a disaster drill or tabletop scenario this year?
- Does everyone know where the plan is stored and how to use it?
- Is our plan reviewed and approved by leadership?
- Have we updated it for current staff, systems, and vendors?
- Have we included plans for unexpected events (e.g., no internet for days, road closures, etc.)?

Need help building a real plan before the storm hits?

Turn Key Solutions specializes in hurricane-ready IT continuity plans, cloud failovers, and secure communications. Don't wait until it's too late.

Call us at 225-751-4444 Email: ask@tk.s.la Visit: www.tks.la