Don’t Panic, Be Prepared!

February is Emergency Preparedness Month so take a moment to read on for a few ways in which technology can assist you before, during, and after an emergency.

PREPARE:

YOURSELF
Keep emergency phone numbers quickly accessible by programming them into your cell phone and keeping hard copies in multiple locations.

COWORKERS
Store emergency plans on USB flash drives and give copies to managers to keep on their keychains. Regularly review procedures with all staff members.

OFFICE
Stock an emergency kit with a flashlight, batteries, first aid kit, and copies of your emergency plan (paper and electronic) and store it in a central office location.

COMPUTERS
Back up information stored on computers on a regular basis. Information about backing up data can be found at: http://www.it.northwestern.edu/security/backup/