

OWL Ready



Tip of the Month

The Little Things

We often think of the importance of backing up data, relocation sites, internet disruption, personnel shortages, etc. when it comes to continuity of operations. However, it is also important to think about, and plan for, *the little things*. **Failing to plan for the little things can turn into big things during or after an emergency.** Examples of little things that should be covered in continuity planning include:

Hard Copy of Contact List

Username and Passwords

Basic Supplies

Hard Copies of, or Alternative Access to, Departmental COOP

Access to Critical Departmental Records

In an earlier OwlReady Tip, wargaming was discussed. Take a few minutes to discuss what you would need if you were without the internet or power for a few days. Do you have the “little” things covered for your critical functions? Use this summer to update your departmental COOP.