

# OWL Ready



Tip of the Month

## Prepare for Outages

Over the years we've all heard, "it's not a matter of 'if,' but it's a matter of "when" as it relates to the various emergencies we will face. Perhaps a slightly overused phrase, but is there any doubt that we will have some kind of power outage in the future? Or, it could be a technology disruption (Wi-Fi, phones, door access, etc.). How would such an outage or disruption affect your critical functions? What is your plan when it happens? Do you have back up power, alternative work sites or even something as simple as hardcopy workarounds? More question than answers, but planning for these kind of failures **now** is important.

Few common sense tips:

- Back up everything
- Be able to work from home or other alternate work site
- Have a project that can be worked on that doesn't require the internet or other technology platform. Perhaps something you've put on the backburner.
- Know how to communicate to your departmental members during degraded operations
- Save important documents in other locations, and perhaps even hardcopies, in case the power remains off for a while.

