

Greater Eastern Oregon Development Corporation

Proudly serving Gilliam, Grant, Harney, Malheur, Morrow, Umatilla and Wheeler counties

## *PLANS ARE NOTHING; PLANNING IS EVERYTHING -D. EISENHOWER*

### WHAT'S THE PLAN, STAN?

The COVID-19 pandemic has certainly kept us on our toes the past year. How many times have you had to restructure or rethink your next steps? The quote by Eisenhower makes me think about this time of uncertainty and how everyone has been diligently working to keep moving forward; but have also had to continuously pivot and adjust to accomplish their goals. [Here](#) is a insightful article reflecting on Eisenhower's quote.

The continuity plan is a great tool and strategy to use for your business. It will help you to navigate when things aren't going to plan.

Check out one small thing to put your planning to work!

### YOUR VOICE MATTERS

I am working with other volunteers on a statewide rural needs assessment and I need your input!

[Click here](#)

### RESOURCE HUB

It looks like more funding opportunities could be in the works... be sure to check out the resource hub for updates or your county chamber's website

[Click Here](#)

### ONE SMALL THING A WEEK

No matter what size your organization is, it is important to think about your risks and how you can reduce their impact on your business and be prepared to respond.

I have 2 things on the next page to help you take one step towards resiliency:

**3-2-1 Data Backup**  
**Know Your Equipment**

Scroll down for more info

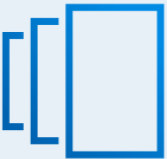


# Back That Data Up

Computer loss, theft, natural disaster, and accidental deletion, are some of the ways that you could lose data. 70% of small companies say that any data-loss event could hurt the business. Yet data loss is one of the biggest causes of downtime --28% of companies reported a data-loss event in the past year...60% of data backups are incomplete and 50% of backup restores fail.

The best way to prepare for the unexpected is to have a good backup strategy in place. 96% of businesses are able to fully restore their operations after a data-loss incident **if they have a continuity plan in place.** It's proof that good data backups and recovery <sup>1</sup>planning are extremely effective!

**3**  
Create at least three copies of your data



**2**  
Store the copies on two different storage media



**1**  
Store one copy on an offsite storage



image from handybackup.net

There are different ways to backup your data, and using multiple forms of backup will minimize the risk of ever losing your valuable information. For more information about backing up files, check out this [article](#). The most basic and common backup rule is 3-2-1; follow the link [here](#) to learn more about this strategy. If your business heavily relies on data, you may want to follow a different model from 3-2-1; take a look at this [article](#) to see some other options/strategies.


## Take One Step Towards Resiliency

Last week we looked at know your employees. For most businesses, the first thing to account for in the event of a disaster, is their people. Establishing and maintaining contact lists at all times is a good place to start. A next step, is establishing alternative communication lines. If you can't be contacted by phone, then make a way to use texts or email to reach out. You may want to have a webpage that employees can access quickly and easily for updates in the event they are unable to check their voicemail or work email.<sup>2</sup>

This week:

### Know Your Equipment

What's important for your business to operate? Identify key pieces of equipment that are critical to your business function and ability to regain normalcy. Consider how to move or protect this equipment before disaster strikes.

**4. KNOW YOUR EQUIPMENT** 

USE THIS FORM TO DOCUMENT INFORMATION ABOUT YOUR CRITICAL NON-IT EQUIPMENT.

Item: \_\_\_\_\_

Related business function name(s): \_\_\_\_\_

Brief description of item: \_\_\_\_\_

Manufacturer: \_\_\_\_\_

Model No: \_\_\_\_\_

Serial No: \_\_\_\_\_

Asset tag No: \_\_\_\_\_

Quantity: \_\_\_\_\_

Purchase/lease date: \_\_\_\_\_

Purchased/leased new or used: \_\_\_\_\_

Price paid: \_\_\_\_\_

Physical location within facility: \_\_\_\_\_

Is this equipment replaceable? \_\_\_\_\_

If so, how long to become functional? \_\_\_\_\_

If not replaceable, what are your options? \_\_\_\_\_

Are there spare parts available? If so, explain. \_\_\_\_\_

Is vendor/major manufacturer installation required? \_\_\_\_\_

Primary supplier/vendor: \_\_\_\_\_

Alternate supplier/vendor: \_\_\_\_\_

Order time for replacement: \_\_\_\_\_

Warranty or service contract info: \_\_\_\_\_

(Attach photos)

Notes: \_\_\_\_\_

[Click here for PDF Worksheet](#)

Last Updated: \_\_\_\_\_ OFB-EZ® is a program of the Insurance Institute for Business & Home Safety. Download this document at: [www.iihs.com/OFB-EZ](#)

I want to hear from you!

How can I better assist you?  
[Write your response here](#)

Shoot me an email or call! I would love to chat with you and help you through resiliency planning.

**SUBSCRIBE**  
click here



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1. 23 Disaster Recovery Statistics You Should Know. Retrieved January 26, 2021, from <https://invenioit.com/continuity/disaster-recovery-statistics/>

2. Penner, J. (2017, October 10). Natural Disasters Majorly Impact Businesses - Consider Business Continuity Plans. Retrieved January 26, 2021, from