

Disaster Planning Tips.....

By Patrick D. Powers, CPA

If the past year has taught us anything, it is that preparation is always better than perspiration. Here are few ideas to consider when updating your organization's disaster plan:

- For crucial data, establish off-site controls and back-ups that will not be affected by network failures or natural disasters.
- Choose back-up partners who can access your organization's key data during an emergency. Have the partner contact list in an accessible, secure location.
- Designate a temporary headquarters as a gathering place for staff and base of operations.
- Train staff on emergency priorities and duties. All team members should be trained enough to carry out their duties independently.
- Design a method for communicating quickly with members on priorities and opportunities to help.
- Understand your options for extending tax filings.

As a member organization, it's also important to think about ways to assist members when disaster impacts them. When your organization can respond quickly, your members will appreciate you even more.

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