



# EMERGENCY KIT

Prepare now . . . BEFORE an Emergency hits. This box is designed to help you assemble critical information in order to recover faster from an emergency. It should be stored in a fireproof safe or offsite.

# ITEMS TO INCLUDE IN YOUR EMERGENCY KIT:

- Passwords
  - Servers, firewall, local and cloud backups, workstations, software, etc.
- Installation Disks
  - Practice management and imaging software, QuickBooks, etc.
  - Date of last update and version of software
- Vendor Contact Information
  - Cybersecurity company, IT company, tech support, sales reps, trainers, phone vendor, Internet provider, insurance company, attorney
- Support Contracts
  - Make sure they are current
- Inventory
  - All office equipment (computer names, serial numbers, what devices are connected to each computer, specific software on each employee's workstations)

**URGENT**



# ITEMS TO INCLUDE IN YOUR EMERGENCY KIT:

- Banking and Credit Card Information
  - Auto debits from bank account each month
  - Bank account types, who are signers
  - Access to blank checks if needed
  - What credit cards have reoccurring charges each month
- Patient Schedules
  - Print out 2-3 weeks of patient schedules (and update daily)
- Off-Site Backup
  - Make sure you have a physical backup (on an encrypted external drive) that is taken off-site
- Forms
  - Daily office forms (consents, estimates, etc. in case you need to recreate)

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# We're Here To Help

For additional information on this Emergency Kit or any of our cybersecurity services, please contact us at:

[blacktalonsecurity.com](https://blacktalonsecurity.com) or 800-683-3797

