

# Is Your Firm's IT Ready for Hurricane Season?

## *A 12-Step Guide for CPAs*

By Matt Daniel, CEO & Founder, All in IT

For CPA firms across Texas, particularly those along the Gulf Coast, hurricane season isn't something to take lightly. Beyond securing your physical office space, it's just as critical to ensure that your firm's technology infrastructure and data systems are ready to weather the storm.

A natural disaster doesn't just risk your office, it risks your client data, operational continuity, and ultimately, your reputation. As trusted financial professionals, your clients expect you to be available and secure, no matter what the weather looks like.

**Here's a 12-step IT checklist every CPA firm should implement before the next storm:**

- 1. Develop a Disaster Recovery Plan**

Outline who handles what, which systems take priority, and how recovery will happen. Store this plan in a secure cloud location so it's accessible even if your office isn't.

- 2. Document Your Network**

Keep a clear record of your hardware, software, passwords, and cloud platforms. This can make recovery quicker and less chaotic if damage occurs.

- 3. Secure Offsite or Cloud Backups**

Relying solely on local backups can be risky. Offsite or cloud-based storage protects you if floodwaters or wind damage strikes your physical office.

- 4. Test Your Backup System**

Ensure that your backups are restorable. Perform a test regularly to avoid surprises in an emergency.

- 5. Evaluate Remote Work Readiness**

Identify which functions and roles can operate remotely. Plan for secure access, software availability, and role coverage.

- 6. Enable Secure Remote Access**

From VPNs and laptops to MFA tools, ensure your team can safely access firm systems offsite.

**7. Communicate with Your Staff**

Your employees should know what to expect if your office becomes inaccessible. Set clear protocols and communicate early.

**8. Create a Take-Home Equipment Checklist**

Help staff prepare by providing a list of what they may need to work from home: laptops, headsets, chargers, etc.

**9. Practice Remote Work Protocols**

Test your remote systems with a practice run. It's better to uncover issues during a drill than during a crisis.

**10. Inventory Office Equipment**

Record your firm's physical tech assets (computers, printers, phones, routers) so you're prepared for potential insurance claims or replacements.

**11. Set Up Phone Forwarding**

Clients should always be able to reach you. Have forwarding in place for office phones to mobile devices or VoIP systems.

**12. Coordinate with Your IT Support**

Whether internal or outsourced, ensure your IT team is ready to jump in quickly after a storm to restore systems.

**Why It Matters for CPAs**

Even a day or two of downtime can affect client deliverables, delay tax filings, or disrupt audits and payroll. A sound IT preparedness strategy minimizes business risk, keeps client trust intact, and allows your firm to maintain continuity even in the face of natural disasters.

**Final Thought**

Hurricane readiness isn't just about preparation; it's about preserving your ability to serve clients when they need you most. Taking action now could be the difference between quick recovery and prolonged disruption. [Download](#) the easy 12-step checklist to keep it accessible and at your fingertips.

Let's get your business IT hurricane ready. [Contact All in IT today](#) and sleep easier this storm season.

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