



LACountyBusinessConnect

Helping Business Thrive in LA County

Cyber Security Basics—Prepare Your Business

How ready is your business for a cyber attack? **You are at risk if you:**

- Store personal information in your network
- You have wireless networks
- Use online transactions at your bank
- Your employees travel with laptops and smartphones
- Access email and the web
- Process credit card transactions

Nearly 60% of businesses go out of business after a cyber attack, but there are steps you can take now to get ready. It is when, not if a cyber breach occurs.*

TEN STEPS TO CYBER SAFETY



1. ROBUST BACKUP

More than just copying files to a second drive, create a complete "mirror" backup of your systems. Use additional **CLOUD** backups [Finding the Best Backup Option for Your Small Business Data](#).*



2. EMPLOYEE POLICY PLAN

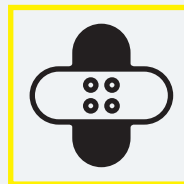
Establish policies and procedures for:

1. Laptop, tablet and phone handling.
2. Creation of passwords.
3. Delete old employee accounts.



3. MANAGE PASSWORDS

1. Safeguard passwords in protected software or Cloud.
2. Use different passwords. Can't remember? Use phrases.
3. **Don't save passwords in browsers.**



4. PATCHES / UPDATES

1. Keep web browsers and software current with security updates.
2. Regularly update and scan devices with anti-virus software.



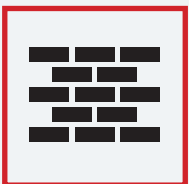
5. BUSINESS CONTINUITY PLAN

Make a plan in case of attack to keep your business running. Is your data available off-site or in the cloud? What people are in charge of which tasks?*



6. KNOW YOUR DATA

1. Know where your important data is stored.
2. Test backup recovery systems.
3. **Report identity theft to the [Federal Trade Commission](#).**



7. FIREWALL

Make sure your firewalls change as your data grows.



8. EMAIL PRACTICE

Do not click on unknown email links or download unknown attachments.



8. DEVICES

Train employees on secure use of mobile devices that leave the company. [10 Ways to Keep Your Mobile Devices More Secure](#).*



10. DATA DISPOSAL

1. Shred all important paper documents rather than using a trash bin.
2. Destroy old computer devices and drives.

PREPARE FOR ALL TYPES OF BREACHES

1. INTERNAL. Employee practices.
2. EXTERNAL. Malware, viruses, cyber criminals.
3. NATURAL DISASTERS. Earthquakes to floods.

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- **Retention saves 93 jobs in Rancho Dominguez.**
- **Bidding to the U.S. Government?**
- **The LAEDC BAP Regional Economic Development (RED) Team assists businesses.**

*Information available from the [Small Business Administration \(SBA\)](#); Dave Seibert and Microsoft, Disaster Recovery: [From Cyberattacks to Natural Disasters](#); [S.C.O.R.E Webinars](#).



Techmer PM is a polymer materials designer in Rancho Dominguez. In business since 1982,

the Company has produced engineered compounds for the plastics and fiber industries and 3D Printing for the Aerospace and Defense industries. The company is growing with a national presence.

The Challenge. There was an urgent need to secure additional parking for facility expansion. When the LAEDC District Manager met with the company in



93 Jobs Saved in Rancho Dominguez

June 2016, management expressed a desire to expand, but were constrained by limited space. The company was considering relocating elsewhere, including out of state. Direction was needed from a major utility in the form of an easement to allow an internal study to justify a sizable capital expansion project.

LAEDC BAP RED team assistance efforts provided Techmer's executive management a clear path:

- **Los Angeles County Economic Development Corporation (LAEDC)** opened stalled communication with a major utility provider and new space plan was granted for expansion.
- **California Competes Tax Credit** was introduced. Company filed an application and awarded \$400,000 in tax credits – to be used for the needed expansion.
- A **power company program** gave additional savings through a redesign.
- **America's Job Center of California and Employee Training Panel (ETP).** Value added resources were introduced to the company as future options for local recruiting, screening and workforce development and training programs.

California Manufacturing Technology Consulting (CMTC) and Research and Development Tax Credit Programs, as well as other state tax credits are also being considered.

The LAEDC Business Assistance Team's goal was to support and sustain Techmer's operation in Los Angeles County and their 93 workers.

"Barbara Levine presented many opportunities and had the contacts necessary to solve our problem."
Scott Hillman, Site Manager, L.A. Operations

ALL OF THESE SERVICES WERE PROVIDED AT NO COST.

Cyber security is more important than ever. [Businesses in key industries will need to demonstrate a level of Cyber security compliance by December 31, 2017](#), to qualify for bidding on U.S. Department of Defense and other contracts along the supply chain. Without compliance documentation, it can cost the business project and incur loss of important revenue. Contact the LAEDC for more information.

FEMA offers valuable direction at Ready.gov on how to prepare for and deal with a cyber attack.

As part of *Your Money*, the Department of Consumer and Business Affairs (DCBA) [offers suggestions to protect yourself against identity theft.](#)

The LAEDC Business Assistance Program (BAP) RED Team is here to assist you.

The award-winning LAEDC BAP RED Team can help connect your business to resources for Business Continuity and Business Resiliency in the event of a cyber breach. [Offered at no cost, this is in addition to other valuable services](#) such as permit assistance and work-related challenges.



The LA COUNTY Workforce Development Board (WDB) and the Los Angeles County Economic Development Corporation (LAEDC)

Partnering for business.

Welcome to our twenty-fourth issue of *LA County Business Connect*. Our newsletter is a service offered by the LA County WDB and the LAEDC to provide valuable tools to support and grow your business. One call, one click, can put you in touch with people who know where and how to get things done.

Just a few ways we can help:

- Resources for hiring and training employees.
- Identify incentives and resources that can save you money.
- Assist with access to financing.
- Provide existing workers with new skills to help you compete.
- Best of all, LAEDC services are **FREE!**

Call the LAEDC today and let us connect you to resources to help your business thrive!

Visit www.laedc.org/our-services/business-assistance-layoff-aversion/ or call **888-4-LAEDC-1**

CONNECT WITH US!

Put the LA County WDB and the LAEDC to work for you!

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