



Computer Equipment and Software

Use this form to list the computer equipment, hardware and software you will need to fulfill your critical business functions.

If you go to a recovery location, it is likely you will need to lease or purchase computer equipment and replace your software. You may use this form to list what you would order, and in the *Title & Version or Model No* field write "Unknown," or similar words, if you do not yet have that information. Be sure to explain in your *Recovery Notes*. The important thing is that your final plan includes what you need to perform your critical business functions.

If you plan to order multiple items of the same type—e.g. keyboards or monitors—you can condense the information into one record. You can list relevant details in *Recovery Notes*.

When there is sufficient warning about an event, such as a hurricane, you might decide to move some of your computer equipment and software to a safe place, so that it can be utilized at your recovery location. For such instances, you want to list equipment you currently own or lease and / or software that you would take, and in the *Status* field check "Currently in use." Some disasters occur without warning, though, so be sure you have alternatives available.

If you currently own / lease the item, choose the supplier(s) / vendor(s) based on which one(s) you would use to replace the item if it were damaged in a disaster. It is always advisable to have an alternate vendor, though, in case your primary vendor is not available.

*You can download copies of this form from: http://www.disastersafety.org/business_protection/
Save a blank version so you can make additional copies as needed.*

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|--|---|------------------------------|--|
| Item: | | | |
| Type: | <input type="checkbox"/> Computer Hardware <input type="checkbox"/> Computer Software | | |
| Status: | <input type="checkbox"/> Currently In Use <input type="checkbox"/> Will Lease/Buy For Recovery Location | | |
| Title And Version/Model Number: <i>(Enter "Unknown" if hardware/software is to be leased/bought for recovery location)</i> | | | |
| Serial/Customer Number: | | Registered User Name: | |
| Purchase/Lease Price: | \$ | Purchase/Lease Date: | |
| Quantity (equipment) or Number Of Licenses (software): | | | |
| License Numbers: | | | |
| Primary Supplier/Vendor: | | | |
| Alternate Supplier/Vendor: | | | |
| Recovery Install Location: | | | |
| Recovery Notes: | | | |