

**Emergency Response Planning Workbook**

**Equipment / Machinery / Vehicles**

Identify the key equipment / machinery necessary to perform your essential business functions, i.e. the equipment or machinery that would shut you down or severely curtail production of goods or services if it failed. This could include tools and spare parts vital to operation of equipment. You may also want to list university-owned vehicles.

When there is adequate warning about an event, such as a hurricane, you might decide to take some of your equipment or machinery that can be easily moved to a safe place, so that it can be used at your recovery location(s). For such instances, you want to list equipment or machinery you currently own or lease. Some disasters occur without warning, though, so you want to be sure you have alternatives available.

*Note:* Computer equipment should be listed in the *Computer Equipment and Software* form; telecommunications equipment in the *Voice / Data Communications* form; and office furniture for your recovery location in the *Miscellaneous Resources* form.

You can download copies of this form from: <http://facilities.uah.edu/erp/forms.htm>.  
Save a blank version so you can make additional copies as needed.

<b>Item:</b>			
<b>Model:</b>		<b>Serial Number:</b>	
<b>Related Business Function(s):</b>			
<b>Status:</b>	<input type="checkbox"/> <b>Currently In Use</b> <input type="checkbox"/> <b>Will Lease/Buy For Recovery Location</b>		
<b>Is there a backup available:</b>	<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>		
<b>Primary Supplier/Vendor:</b>			
<b>Alternate Supplier/Vendor:</b>			
<b>Recovery Location For Installation:</b>			
<b>Order Time For Replacement:</b>			
<b>Recovery Notes:</b>			