



## Business Continuity & Equipment & Supplies

Safeguarding your operations is vital for continuity. Identify and secure the minimum equipment and supplies for critical functions. While "just-in-time procurement" is efficient, it can be risky during vendor crises. Assess needs, establish redundancy, and diversify suppliers. Upload existing lists for reference and always be ready for unexpected disruptions. Proactive preparation is the key to success.



## Tip of the Month

Under "Key Resources" section, click on "Equipment & Supplies" to begin inputting the essential equipment required for your area. The software will guide you with questions to determine your resource needs.

You can also upload a document with your estimated equipment requirements.

### Key Resources: Equipment & Supplies

#### Office Equipment

Item
Workstation (includes desktop computer, network connection, table, chair)
Laptop Computer (car charger advised)
Telephone (hard-wired)
Printer
Fax
Copier
Server

UPitt Ready

<https://pitt.kuali.co/ready/>

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