

Disaster Preparation Information

For System and User Function

1.) Last Name _____ First Name _____

Location/Department _____ Room # _____

2.) Supervisor Name _____ Title _____

Department Manager Name _____ Title _____

3.) Job Function: Includes deadlines/timelines and system and or staff dependencies.
Prioritize function appropriately by deadlines/timelines and mission critical systems

Function	D/T	Staff	Priority
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

4.) Which Personnel will your job directly affect, if you are unable to perform your job duties?

Which Personnel will your job indirectly affect, if you are unable to perform your job duties?

How are your fellow employees impacted, if you are unable to perform your job duties?

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6.) Which Software do you use to perform your job duties(i.e. Word, Excel, FRS, Netscape, Eudora etc)
 Include your email client, Internet Browser, campus systems and any specialized titles for your job.

Function	Software	Function	Software
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

7.) List the Printer(s) (and their location) you use to perform your job function.

(Local/ HP LJ 4050, Shared/User Name and Printer Name, Network Printer/ Printer Name)

Location _____ Printer Manufacture _____ Printer Series _____

Location _____ Printer Manufacture _____ Printer Series _____

Location _____ Printer Manufacture _____ Printer Series _____

8.) List which Internet site(s) you must have access to in order to perform your required job duties.

(Example: University of Arizona Main Campus Site/ <http://www.arizona.edu>)

Function	Web Site	Web Address
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

9.) Where do you save your data, (i.e. your local system, server, shared system, Zip Drive, CD-ROM, Floppy Diskettes)

Local System
 Department Server
 Shared System
 Zip Drive
 CD-ROM Drive
 Floppy Diskettes

10.) Which drive, and what folder(s) do you save your data files to (i.e. C:\My Document, D:\My Files)

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- 11.) How often do you back up your data files
____ Daily ____ Twice a Week ____ Three Times a Week ____ Four Times a Week
____ Weekly ____ Monthly
- 12.) What was the last date you backed up your data files _____
- 13.) What Media did you use to back up your data files to (i.e. Floppy Diskettes, CD-ROM Drive, Zip Drive, Tape Cartridge)
____ Floppy Diskettes ____ CD-ROM Drive ____ Zip Drive ____ Tape Cartridge
- 14.) Which Browser do you most commonly use (Microsoft Internet Explorer or Netscape)
____ Microsoft Internet Explorer ____ Netscape
- 15.) Do you back up your Netscape bookmarks or your MS Internet Explorer Favorites?
If yes, which ones do you back up?
____ Microsoft Internet Explorer ____ Netscape
- 16.) Which Email client do you most commonly use (i.e. Eudora, Outlook, Netscape)
____ Eudora ____ Outlook ____ Netscape ____ MS Internet Explorer
____ Other _____
- 17.) Do you back up your email message and address book? If yes, for which email client.
____ Eudora ____ Outlook ____ Netscape ____ MS Internet Explorer
____ Other _____

Warranty and Maintenance

Warranty Vendor _____ Warranty Period _____ Warranty Phone _____

Maintenance Vendor _____ Maintenance Period _____ Maintenance Phone _____

System Maintenance Vendor _____ System Phone _____

Printer Maintenance Vendor _____ Printer Phone _____

Scanner Maintenance Vendor _____ Scanner Phone _____