

HSB PREPARE PROGRAM
 Pre-Emergency Plan and Recovery

COMPUTERS AND COMMUNICATION

PLANT EQUIPMENT NUMBER	SHEET NUMBER
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EQUIPMENT

DESCRIPTION

LOCATION OF EQUIPMENT IN FACILITY

UTILIZATION

BACKUP	Yes	No
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SPECIFICATIONS

MODEL NUMBER	SERIAL NUMBER
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MANUFACTURER

NAME OF MANUFACTURER	WEBSITE
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ADDRESS	CITY	STATE	ZIP CODE
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NAME OF MANUFACTURER'S REPRESENTATIVE	TELEPHONE / CELL PHONE NUMBER
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ADDRESS	CITY	STATE	ZIP CODE
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REPAIR FIRMS

NAME OF FIRM	WEBSITE
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ADDRESS	CITY	STATE	ZIP CODE
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NAME OF CONTACT	TELEPHONE / CELL PHONE NUMBER
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NAME OF ALTERNATE REPAIR FIRM	WEBSITE
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ADDRESS	CITY	STATE	ZIP CODE
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NAME OF CONTACT	TELEPHONE / CELL PHONE NUMBER
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PARTS AND SUPPLIES

NAME OF FIRM	WEBSITE
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ADDRESS	CITY	STATE	ZIP CODE
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NAME OF CONTACT	TELEPHONE / CELL PHONE NUMBER
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LOCATION OF POSSIBLE REPLACEMENT UNITS

NAME OF FIRM		WEBSITE	
ADDRESS		CITY	STATE ZIP CODE
NAME OF CONTACT		TELEPHONE / CELL PHONE NUMBER	

TECHNICAL MANUAL AND BACKUP INFORMATION

LOCATION OF MANUFACTURER'S TECHNICAL MANUAL		WEBSITE	
LOCATION OF SPARE DATA AND BACKUP		CITY	STATE ZIP CODE

ON SITE SPARE PARTS

DESCRIPTION OF ITEM	PART NUMBER	QUANTITY	STORAGE LOCATION OF ITEM

MISCELLANEOUS INFORMATION

DESCRIPTION / PICTURES

NOTES / PICTURES
