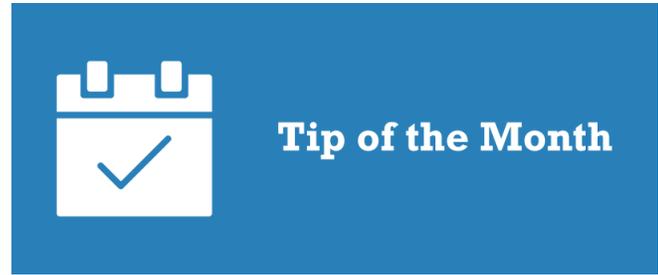




# OWL Ready



*Alternatives —> Flexibility —> Continuity*

Thank you to everyone that continues to work on their departmental continuity of operations plan in the OwlReady portal. These plans continue to be vital to helping Kennesaw State University return to a sense of normalcy as soon as possible.

One important step in the process to returning to normal is procuring the supplies the University needs to be ready to welcome faculty, students, and staff back to campus. This, of course, can be a very tricky endeavor in the current situation. Departments across campus have ran into unexpected roadblocks when trying to order equipment and supplies. The resources of many of the “usual” large vendors (such as a Grainger) are being utilized and mobilized to support the national and local responses to the COVID-19 pandemic. As a result, getting equipment and supplies to campus has been a more protracted process that requires more forethought and planning. Some items have been arriving relatively quickly while others have had to be backordered or we have been told they won’t be available until well into the Fall or even the winter months!

So how do we maintain our critical functions on campus during this kind of event? One way is the previously mentioned forethought and planning. The quicker we can get an order in the queue, the quicker it will arrive on campus. The other is by identifying alternate vendors for some of our supplies. It is always best to have multiple vendors for any supply you wish to procure. This provides you with flexibility when trying to order your supplies in conditions such as a pandemic. This flexibility allows your department to be better prepared and ready to maintain your critical functions and operations or to be able to restart those functions and operations quickly. This helps us fulfil one of the ultimate goals of Continuity Planning—the elimination or mitigation of single points of failure. The OwlReady tool has a great place to capture just this kind of information. In your plan, it can be found under the “contacts” tab. The right hand column then has a “key external contacts” tab where you can store your vendor and alternate vendor information for quick access.

Remember, if you have any questions regarding continuity planning or the OwlReady COOP Tool (which can be found here: [https://kennesaw.kuali.co/ready/users/sign\\_in](https://kennesaw.kuali.co/ready/users/sign_in) ), please contact James Westbrook, Assistant Director of OEM, at [jwestbr9@kennesaw.edu](mailto:jwestbr9@kennesaw.edu) or 470-578-6370.

