



Guidelines for Uploading Documents to OHIO Ready

Following a disaster, you may not have access to your office, computer, internet or shared files. Your Business Continuity Plan has the option to upload PDF documents for easy access.

Documents that are uploaded in *OHIO Ready* may be accessed by authorized users.

Examples of documents to consider uploading. NOTE: Always use a PDF format for uploaded documents. Only upload those documents that will be needed immediately during/immediately following an emergency. Other important documents should be backed up to a separate source (OneDrive/cloud/external hard drive, etc.)

- Documented business processes/written instructions
- Emergency policies
- Specifications, drawings and/or equipment or supply inventory for immediate needs. May want to include reordering information, part numbers, photos, purchase cost, etc.
- Hardware inventories
- Building plans/drawings
- Forms that may be needed to resume critical functions when electronic technology is not available. For example: a SOAP form for medical office documentation (revert to a paper/pencil system).
- Contact information (other than what is already listed in your plan for vendors, grant agencies, maintenance or equipment repair, etc.)
- Important documents such as lease agreements, insurance policies, service agreements, contracts, etc.

Confidential Documents

OhioReady site is secure in uploading documents via SSL so encrypting individual documents isn't necessary; however, some documents that are extremely confidential should NEVER be uploaded and instead should be backed up to a separate location.

Examples of confidential documents that should never be uploaded to *OHIO Ready* include anything FERPA, HIPAA protected, any law enforcement or financial related document, personal information or data including passwords, PIN numbers, etc.