FIU Ready

A CONTINUITY PLANNING TOOL FROM THE KUALI FOUNDATION
WHAT IS FIU READY?

• A web based continuity planning tool to create useful, well thought out continuity of operations plans (COOPs) to ensure each unit’s ability to continue its critical functions if an incident occurred that affected only that unit.

• Created by the Kuali Foundation, a community of universities, colleges and other organizations partnering to build and sustain open-source software, for higher education, by higher education.

• "Kuali" is a Malaysian word that refers to a cooking utensil – essentially a small wok – that is often described as a humble, but essential tool.
What is the overall goal of FIU Ready?

- To ensure that every unit can continue its critical functions if an incident occurs, thus allowing the University to continue fulfilling its mission.

What type of information does FIU Ready collect?

- Unit-level organizational structure, critical functions, equipment, needs, resources and dependencies.
Who utilizes FIU Ready?

- Each unit’s designated COOP Planner/Team is responsible for entering and updating the information.

How is FIU Ready accessed?

- The login page link is available through the Department of Emergency Management website [dem.fiu.edu](http://dem.fiu.edu) or through the direct link [https://fiu.kuali.co/ready/users/sign_in](https://fiu.kuali.co/ready/users/sign_in)
“BY FAILING TO PREPARE, YOU ARE PREPARING TO FAIL.”

- BEN FRANKLIN
ACCESSING FIU READY

- Click on “create new account” if you are new to FIU Ready. You should receive an email to confirm your registration.

- You must use an FIU email to register.

- If you were already registered on the old system, you will receive a prompt notifying you of an email to transition to the new system after entering your email and attempting to sign in.
ACCESSING/CREATING YOUR FIU READY PLAN

- Click on “+Start a New Plan” to begin building your plan.
- If you were already registered on the old system, you should still have access to your plan.
Please note that there are now two modes to interact with your plan, either in view only mode, or edit mode.

View only mode allows you to view your plan without inadvertently making changes.
VIEWING YOUR FIU READY PLAN

- Note that when in view mode, the name of your unit will be highlighted in blue.

- In edit mode, your unit name will be highlighted in orange.
VIEWING “GUIDANCE” ON YOUR FIU READY PLAN

- Guidance is provided on the right hand side of the screen.

- If you find guidance unnecessary, it can be hidden to reduce clutter on your view. Click on “Hide Guidance” to do so.
VIEWING/EDITING YOUR FIU READY PLAN

- You can navigate to different sections of your plan by clicking on the items indicated by the red arrow.
- The main sections will expand and contract as needed when you click on them.
If you have access to more than one plan, you can go back to your list of available plans by clicking on “Plans”.
SAVING CHANGES ON YOUR FIU READY PLAN

• If a change is made while viewing the plan during edit mode, the “Saved” button will convert to “Save”. Clicking on the button will save changes.

• If you attempt to leave the page after making changes and not pressing the button, a dialog box will pop up giving you the choice to save or discard changes made.
SAVING CHANGES ON YOUR FIU READY PLAN

Your plan can be downloaded as a PDF for convenient storing and printing by pressing the “Print PDF” button.

If you attempt to leave the page after making changes and not pressing the button, a dialog box will pop up giving you the choice to save or discard changes made.
SUPPORT

- This document and videos are available on the Department of Emergency Management webpage at http://dem.fiu.edu/resources/fiu-ready/index.html

- If you need additional assistance, please call the Department of Emergency Management at 305-348-0670 or email us at dem@fiu.edu