



North Carolina Local Government Committee

Hurricane Preparedness Checklist

Annual Tasks

Year:

Organization:

Form Contact:

Staff Training & Development

- ☐ Identify GIS staff for emergency response
- ☐ Training for all potential staff: ICS 100, 200, 700, 800 for all staff as part of onboarding, Pro, Online, EOC 101, etc.
- ☐ Ensure new staff meet County training requirements

External Coordination & Partnerships

- ☐ Attend LGC Quarterly meetings
- ☐ Check in with City/County contacts
- ☐ Reach out to departments for GIS support opportunities
- ☐ Sit in on EOC exercises
- ☐ Update your contact information in the [NC GIS Contact App](#)
- ☐ Review MOAs/MOUs with neighboring agencies and statewide partners





External Coordination & Partnerships Contacts

- ☐ Know your City/County contacts (Fire Marshall, EM Director, etc.)

Name	Title	Email	Phone

Documentation & Planning

- ☐ Update Standard Operating Procedures
- ☐ Update contact lists for staff, contractors, etc.
- ☐ Update continuity of operations plan (COOP)
- ☐ Maintain a list of maps that need to be pre-printed and updated as needed

Technology & Infrastructure

- ☐ Maintain hardware, software, plotter
- ☐ Know your ESRI subscription number:
- ☐ Review GIS IT/Network framework and documentation
- ☐ Develop and test data backup plan
- ☐ [PACE plan](#): critical GIS infrastructure for failures relating to network, database, and general computer access





Data Management & Quality

- ☐ Review locally maintained datasets for criticality in an emergency event and completeness
- ☐ Ensure routine data maintenance practices are intact and are being regularly performed
- ☐ Create a local road and local facilities map series for offline use

Emergency Response Tools & Maps

- ☐ Update EOC maps
- ☐ Evaluate Damage Assessment solution and determine whether a change needs to be made
- ☐ Evaluate/Train on Search and Response solution and help determine whether a change needs to be made
- ☐ Create a local road and local facilities map series for offline use

