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| --- | --- |
| **Year:** | **2025** |
| **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](https://experience.arcgis.com/experience/60f0a476e61e498888be97be1c838a73)

[ ]  Review MOAs/MOUs with neighboring agencies and statewide partners

### External Coordination & Partnerships Contacts

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Title | Email | Phone |
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[ ]  Know your City/County contacts (Fire Marshall, EM Director, etc.)

### 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](https://www.cisa.gov/resources-tools/resources/leveraging-pace-plan-emergency-communications-ecosystem): 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

### Graphical user interface, text  AI-generated content may be incorrect.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