



North Carolina Local Government Committee

Hurricane Preparedness Checklist

During Event Tasks

Year: _____

Organization: _____

Form Contact: _____

Staffing & Operations Management

- ☐ Deploy assigned GIS staff to EOC as needed and ensure a proper shift is maintained based on event activation level
- ☐ Exercise the communication plan between assigned event staff, staff sheltering in place and leadership staff to give updates and ensure safe accountability
- ☐ Evaluate needs for considering of an external resource request through EM (Strike Team Response)

Documentation & Record Keeping

- ☐ Take copious notes including who asked you for what and when. Use an ICS 214 form and begin documenting action
- ☐ Track and record all financial transactions; save receipts, track mileage
- ☐ Document issues found for development of after-action report

Technical Support & Infrastructure

- ☐ Work with IT to monitor GIS services to keep infrastructure and communications going
- ☐ Monitor external GIS systems for insight into ongoing impacts, flood gauges, wind patterns, road closures, etc.





Emergency Operations Coordination

- ☐ Work with EOC for handling of assigned duties such as evacuations, road closures and detour mappings
- ☐ Continue working with PIO to determine public product needs and message effectiveness, maps for road closures, emergency shelters, evacuation zones and routes, etc.
- ☐ Work with 911 to determine if calls are routing unexpectedly and need call handling support (i.e., external locators)
- ☐ Be prepared to assist search and recovery teams with data acquisition and visualization

