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|  **Year:** | **2025** |
| **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 milage

☐ 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