



North Carolina Local Government Committee

Hurricane Preparedness Checklist

Post-Event Tasks

Year: _____

Organization: _____

Form Contact: _____

Data Management & Preservation

- ☐ Evaluate timing of re-starting internal data/system updates
- ☐ Move all data, projects, documentation and notes to centralized folder (on a server, not a user's local computer)
- ☐ Monitor listservs for incoming GIS datasets such as emergency aerial imagery

Documentation & Record Keeping

- ☐ Take copious notes including who asked you for what and when. Continue to use an ICS 214 form and document related event actions
- ☐ Track and record all financial transactions; save receipts, track mileage
- ☐ Add documented issues, wants, and needs to after-action reports internal and/or external

Operations Coordination & Demobilization

- ☐ Work with responder agencies to help strike teams enter the area effectively and safely
- ☐ Evaluate needs for consideration of an external resource request through EM (Strike Team Response)
- ☐ Work with EOC for continuation of assigned duties and demobilization of assigned staff





Public Information & Communication

- ☐ Continue working with PIO to determine public product needs and message effectiveness, maps for road closures, emergency shelters, evacuation zones and routes, etc.
- ☐ Continue to work with 911 to ensure PSAP operations are intact, and needs are met

Assessment & Recovery Support

- ☐ Support damage assessment groups; training users, reviewing incoming data accuracy, GIS tech support
- ☐ Prepare dashboards for post disaster tracking; landslides, road closures, operational 911 call centers.

