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

☐ 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.