



## North Carolina Local Government Committee

### Hurricane Preparedness Checklist

#### Pre-Event Tasks

**Year:**

**Organization:**

**Form Contact:**

### Technical Preparation & Equipment

☐ ESRI

- My ESRI Customer Number:

- ESRI Representative Name:

- Email:

- Phone #:

☐ Test equipment, charge batteries, install updates, order paper and ink/toner

☐ Contact vendors including ESRI

☐ Develop failover application(s)

☐ Evaluate automated GIS jobs and suspend as necessary during anticipated event window

☐ Ensure critical logins are in password management systems and accessible for both portability and network degradation. I.e: You can log into your accounts on another computer without your saved password that is now underwater - literally





### Data Backup & Management

- ☐ Back up ALL data and store one copy locally on your PC/laptop in a locally available format such as geodatabase, and offsite in original formats
- ☐ Publish copy of critical data to AGOL for off-network access
- ☐ Update data in critical systems such as 911 and tax, then suspend updates (Note: Consider carefully whether pre-event data updates may introduce breaks)
- ☐ Validate addresses and geocoding system
- ☐ Download local statewide addressing data for both anticipated and unanticipated statewide disaster recovery operations

### Maps & Mapping Products

- ☐ Create "base" map templates for your jurisdiction with the labelling, symbology, map series etc.
- ☐ Check with any recipients of pre-printed maps to ensure that they have updated copies and if they need additional copies
- ☐ Prepare paper maps; waterproof/laminate if needed
- ☐ Acquire supply of paper road maps - the number one most requested product from outside responders.

### Systems & Applications Testing

- ☐ Check EM related maps and apps to ensure all connections and data are working and up to date, specifically outside organization URLs
- ☐ Check if you have access to WGEER Hub and check for the newest tools and data available
- ☐ Pre-prep a general Survey123





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- ☐ Contact NCEM with AGO user to get connect to Dashboard/Disaster Response Application- [daniel.madding@ncdps.gov](mailto:daniel.madding@ncdps.gov) (as of July 2025)

## Planning & Documentation

- ☐ Review COOP and develop action plan. Note potential deficiencies for immediate or after-action correction as appropriate
- ☐ Review Disaster Related SOPs and develop action plan. Note potential deficiencies for immediate or after-action correction as appropriate
- ☐ Document any existing road closures prior to the event
- ☐ Develop a communication plan between assigned event staff, staff sheltering in place and leadership staff to give updates and ensure safe accountability

## Coordination & Communication

- ☐ Communicate GIS prep activities such as server maintenance, backups
- ☐ Communications setup with utilities and identify any planned disruptions in service
- ☐ Determine if your 911 center and/or first responders are backing up any counties in the anticipated impact area. Our 911 infrastructure is now set up that areas out of disaster areas are supporting areas inside of it. We should be prepared for the same path
- ☐ Work with EOC for handling anticipated needs and mobilization efforts





## Critical Infrastructure & Emergency Response

- ☐ Identify and keep a dataset up to date with critical infrastructure including utilities, medical facilities, shelters and services including impacts & alternatives
- ☐ Establish viable evacuation route mapping with alternatives
- ☐ Train/refresher on damage assessment tools and Search and Rescue tools

