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| --- | --- |
| **Year:** | **2025** |
| **Organization:** |  |
| **Form Contact:** |  |

### Technical Preparation & Equipment

ESRI

* My ESRI Customer Number:

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|  |

* ESRI Representative Name:

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| --- |
|  |

* Email:

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| --- |
|  |

* Phone #:

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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. Ie: 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

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