

What It Runs On

Time: About 30 minutes **Who to involve:** Your GIS staff, plus a quick check with IT

Why this matters

Every GIS service depends on people, software, data and a place to work. On a normal day those are all there. In a disruption, some of them will not be.

The gaps between "normal day" and "bad day" are your weak spots. Finding them now is how you fix them before you need them.

How to fill this in

- Write one of your top three services from Worksheet 1 at the top of each table.
- For each row, write what the service needs on a normal day.
- Then ask: if that were gone tomorrow, what is the backup? If there isn't one, write "None." That is a gap, and it is exactly what you are looking for.

Example: Emergency maps for the EOC

Needs	On a normal day	If that's gone, the backup is...	Gap?
People	One GIS analyst builds all EOC maps	None. No one else has done it	Yes
Software and licenses	ArcGIS Online; ArcGIS Pro license on one office computer	Backup laptop, but its license is not set up	Yes
Data	Parcels and roads on the network drive	No offline copy	Yes
Place and equipment	GIS office, large-format plotter	EOC has a workstation; no plotter	Partly
Partners and vendors	IT help desk; state GIS clearinghouse	Esri support line (number not written down)	Partly

Service 1: _____

Needs	On a normal day	If that's gone, the backup is...	Gap?
People			
Software and licenses			
Data			
Place and equipment			
Partners and vendors			

Service 2: _____

Needs	On a normal day	If that's gone, the backup is...	Gap?
People			
Software and licenses			
Data			
Place and equipment			
Partners and vendors			

Service 3: _____

Needs	On a normal day	If that's gone, the backup is...	Gap?
People			
Software and licenses			
Data			
Place and equipment			
Partners and vendors			

Your biggest gaps

Look at every "Yes" in the Gap column. Which three worry you most? These are strong candidates for your 30-day plan in Worksheet 4.

1.

2.

3.

Common gaps in GIS shops: a software license tied to one computer, no offline copy of key layers, admin passwords only one person knows, and no agreed place to work if the office is closed.