

If You're Out Tomorrow

Time: About 20 minutes **Who to involve:** You and the people who would cover for you

Why this matters

In many GIS teams, one person holds the know-how, the passwords or the only license for a critical service. If that person is sick, evacuated or caring for family, the service stops.

This worksheet checks who could step in for each of your top three services, and whether they could find what they need without calling anyone.

Part A. Who could step in?

For each top-three service, name who does it now and who would cover. Use job titles, not just names, so the answer still holds when people change jobs. Then be honest about the last column.

Service	Who does it now (role)	Who could step in	Could they do it tomorrow without calling you?	What would they need?
<i>Example: EOC mapping</i>	<i>GIS Analyst II</i>	<i>GIS Analyst I</i>	<i>Partly</i>	<i>Written steps; ArcGIS Online admin rights; the EOC map template</i>

Answer Yes, Partly or No. "Partly" and "No" are useful answers. They tell you where to start.

Part B. Where is it?

Your backup can only step in if they can find what they need. For each item, write where it is today and whether someone else could reach it during a network or power outage.

Do not write passwords on this sheet

Write down where credentials are kept (for example, "IT password manager" or "sealed envelope in the IT safe"). Never the passwords themselves.

Item	Where it is today	Does someone else know?	Reachable with no network?
Admin sign-ins for ArcGIS Online, ArcGIS Enterprise or other GIS platforms			
Software license details and support contract numbers			
Written step-by-step instructions for your top three services			

Item	Where it is today	Does someone else know?	Reachable with no network?
Contact list: GIS staff, IT, your emergency management contact, vendors			
Offline copies of your most important data layers			
Map templates and saved projects you use in emergencies			
Where to work if the GIS office is closed			
Other:			

Bring this forward

Any "No" in Part A or Part B is a good candidate for your 30-day plan in Worksheet 4.