

Your Next 30 Days

Time: About 15 minutes **Who to involve:** You, then your supervisor and your emergency manager

Why this matters

A continuity plan is built one small step at a time. You do not need a finished plan to make your team safer. Three concrete steps in the next 30 days is a strong start.

Step 1. Pick three first steps

Look back at the gaps you found in Worksheets 2 and 3. Choose three steps you can finish in 30 days. Small and done beats big and planned. Need ideas? See the list below.

#	First step	Who will do it	Done by (date)	Done?
	<i>Example: Cross-train GIS Analyst I on building the EOC situation map</i>	<i>GIS Analyst II</i>	<i>Nov 15</i>	

Ideas for first steps

- ☐ Meet with your emergency manager (see Step 2).
- ☐ Cross-train one person on your most critical service.
- ☐ Write a one-page "how to" for your most critical service.
- ☐ Download offline copies of your most important layers and note where they are stored.
- ☐ Print your contact list and keep a copy somewhere other than the GIS office.
- ☐ Confirm where admin sign-ins are kept and that a second person can get to them.
- ☐ Make sure a backup laptop has working GIS software and a license.
- ☐ Agree on where GIS staff will work if the office is closed.

Step 2. Talk to your emergency manager

Your agency may already have a continuity of operations (COOP) plan. GIS should have a place in it. Bring these worksheets to a short meeting and ask:

- Does our agency have a COOP plan? Is GIS in it?
- What does emergency management expect from GIS in the first 24 hours of an event?
- Do you agree with our top three services? Did we miss anything?
- Where would GIS staff work if our office were closed?
- Who should we coordinate with in IT and in neighboring agencies?

Who I will meet with:

When:

What I learned:

Where to go next

These four worksheets cover the basics: what can't stop, what it depends on, and who can step in. A complete continuity plan goes further. It also covers risk assessment, how the plan is activated, alternate work sites, what happens if the whole team is unavailable, and regular training and exercises.

Keep your completed worksheets together. They are a strong starting point for your full plan.

Continuity Atlas is a continuity planning tool built for GIS departments that walks you through the rest. Learn more at giscontinuity.com.