Establishing Workspace

Unit Objectives

At the end of this unit each student will:

- Describe where the Situation Unit (SU) is located.
- Describe GISS requirements for establishing office space at the SU.
- State who to contact upon arrival at the SU and what information is needed.

Unit Objectives continued

- Explain why it is important to establish a rapport with the locals.
- Identify the elements of a standard file naming convention for master map documents, master incident data files, incident theme and GPS data files, and map product files as well as their associated backup files.

Unit Objectives continued

- Give examples of standard file naming conventions for each type of document, file, or product.
- Explain why standard file naming conventions are needed.
- Describe workflow processes that involve one or more editors when working with Geodatabases

Unit Overview

1. Locating the Situation Unit
2. Creating Office Space
3. Getting Connected
4. Workflow: Standard File Structure
5. Workflow: Working with Geodatabases
6. Workflow: Map Products

Find the Situation Unit

- Ask for and find the Situation Unit, it will be located within the Plans Section.
- Introduce yourself to the Situation Unit Leader (SITL).
- Are you alone or with a group?

Creating your Office Space

- You will need to establish for yourself, or improve upon an already existing space.
- Look to see that there are adequate electrical outlets for your hardware, and all other support and supplies.
- If you are alone, you must figure it out:

  - Be Self Reliant !-

Find out about the Incident

Ask questions about the incident:

- What are the issues that drive map products?
- Who are the cooperators?
- Learn the history of the incident
  - What was its start date?
  - How did it start?
  - How many Teams have there been?

Get Connected

- Find out who the local GIS folks may be ….
- City / County Sheriff support offices
- Land management agencies GIS coordinators
- Request a cell phone from the Communications Unit if necessary
- You may be first on the incident
- You may be one of a large number of GISSs
- FTP/Internet Connection

Reasons for Knowing the Locals

- They will inherit the incident
- They have data that you may benefit from
- They may be able to help you if you need additional hardware or supplies
  - Example: Plotters (Lease?) or external hard drive.

Workflow

- File Structure and Naming Conventions
- Working with Geodatabases on an Incident
- Map documents and map products

Standard File Structure

- Consistency is the main reason to use standards.
- It allows everyone to learn to go to the same directory to retrieve the same data.

Standard File Structure

Standard File Naming Conventions

- Consistency is why we use standards!
- Others can understand the file base on it's name without looking at it.
- Others can view a directory and have information about its contents.
- See: Incidents Data File naming convention

Master map document file names

Master map documents (i.e. MXD file)
(This file is stored directly under the ***projects*** folder)
- **Year** (*yyyy*) (year the incident started)
- **Incident name** (the name of the incident)
- **Type of map** (the standard map product description abbreviation)
- **Page size** (in inches or ANSI size – A-E)
- **Orientation of page** (landscape or portrait)

2006_cow_iap_11x17_land.mxd

Map document backup file names

Map documents backup files (i.e. MXD)
- **Date including year** (*yyyymmdd*) (the date the file was saved)
- **Time the file was saved** (*hhmm* 24-hour clock)
- **Incident name**
- **Type of map**
- **Page size**
- **Orientation of page**

20060717_1400_cow_iap_11x17_land.mxd

Master incident data file name

Master Incident geospatial data file
(the primary geospatial database used on the incident, could be a personal geodatabase)
(This file is stored directly under the Incident Data folder)
- **Year** (*yyyy*) of the incident
- **Incident name**
- **Incident number**
- **Tool and version used to produce data** (optional)

2006_cow_TX_TMR_0514_FIMT_9051.mdb

Incident data backup file names

Incident geospatial data backup file
(could be a personal geodatabase)
- Date including year (*yyyymmdd*) (when the file was backed up)
- Time the file was saved (*hhmm* 24-hour clock)
- Incident name
- Incident number
- Tool and version used to produce data (optional)

20060717_1400_cow_TX_TMR_0514_FIMT_9051.mdb

Incident theme data file names

Incident geospatial theme data files
(could be shapefile or coverage or any other data type)
Incident perimeter export file
(exchange format, may be compressed file)
- **Date including year** (*yyyymmdd*) (when the data was collected)
- **Time of data collection** (*hhmm* using 24-hour clock)
- **Incident name**
- **Incident number** including 5-character Unit ID
- **Incident data type** (the type of data portrayed by the data layer)
- **Feature type** (point, line, polygon)
- **Coordinate system**
- **Datum**

20060717_1400_cow_TX_TMR_0514_per_IR_pl_utm15n27.shp
20060717_1400_cow_TX_TMR_0514_per_IR_pl_utm15n27.zip

Incident GPS data file names

GPS data files
(could be shapefile or coverage or any other data type)
- **Date including year** (*yyyymmdd*) (when the data was collected)
- **Time of data collection** (*hhmm* using 24-hour clock)
- **Incident name**
- **Incident data type**
- **Source of data**
(the ICS position or name of person who collected the data)
- **Feature type** (point, line, polygon)
- **Coordinate system**
- **Datum**

20060717_1400_cow_per_gps_FOBS_ln_utm15_27.shp

Map product file names

Map product files (any map produced could be PDF, JPG or EPS)
- **Date** including year (*yyyymmdd*) (when the map was produced)
- **Time** the map was produced (*hhmm* use 24-hour clock)
- **Incident name**
- **Incident number** (the official alpha-numeric incident designation)
- **Type of map**
- **Shift** the map will be produced for
- **Page size**
- **Orientation** of page

20060717_1800_cow_TX_TMR_0514_IAP_
20060718Day_11x17_land.pdf

Standard File Naming Conventions

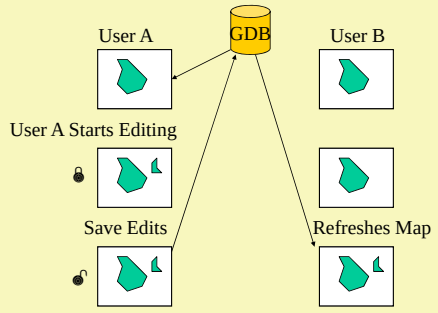
Review Job Aids

- Incident Data File Naming Conventions
  - Standard Operating Procedures (SOPs)
- Incident Data Naming Conventions: FIMT

Working with Geodatabases (GDB)

- Many users and/or map documents can access a single geodatabase at the same time.
- Only one user may edit a geodatabase at a time.

Two Users Accessing One Incident GDB



Workflow: One Editor

- Master Incident GDB
  - Create a copy of the master GDB into *incident_data/{date}* directory for each operational period.
- Editing the GDB
  - User edits the master GDB for that operational period
  - All maps use the master GDB

Workflow: Multiple Editors

- Master Incident GDB
  - The master GDB on the incident
- Working GDB
  - Copy master GDB into the *incident_data/{date}* directory
    - one copy for each editor
  - Name working GDB to reflect features being edited…ie. _div_pl, _fln_pt

Workflow: Multiple Editors

- Editing the GDB
  - Each user works on modifying the features within their assigned working GDB.
  - When the edits are completed one person moves modified features into the master GDB.

Workflow: Map Products

- Create a separate ArcMap document for each map product.
  - Include: necessary base data, current master incident GDB, map layout.
- After master incident GDB is modified, open/refresh the current master MXD and adjust layout (change date, time, created by name, annotation, etc).

Unit Review

- Locating the Situation Unit
- Creating Office Space
- Getting Connected
- Workflow: Standard File Structure
- Workflow: Working with Geodatabases
- Workflow: Map Products