

# *Unit 4*

## **Establishing Workspace**

# Establishing Workspace: *Unit Objectives*

By the end of this unit the student will be able to identify standardized filing structure and file naming conventions and identify characteristics of a productive work environment for themselves and their co-workers while at an incident.

# 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 GISS's
- 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

- Review Job Aid
  - Incident Mapping Directory 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 covention

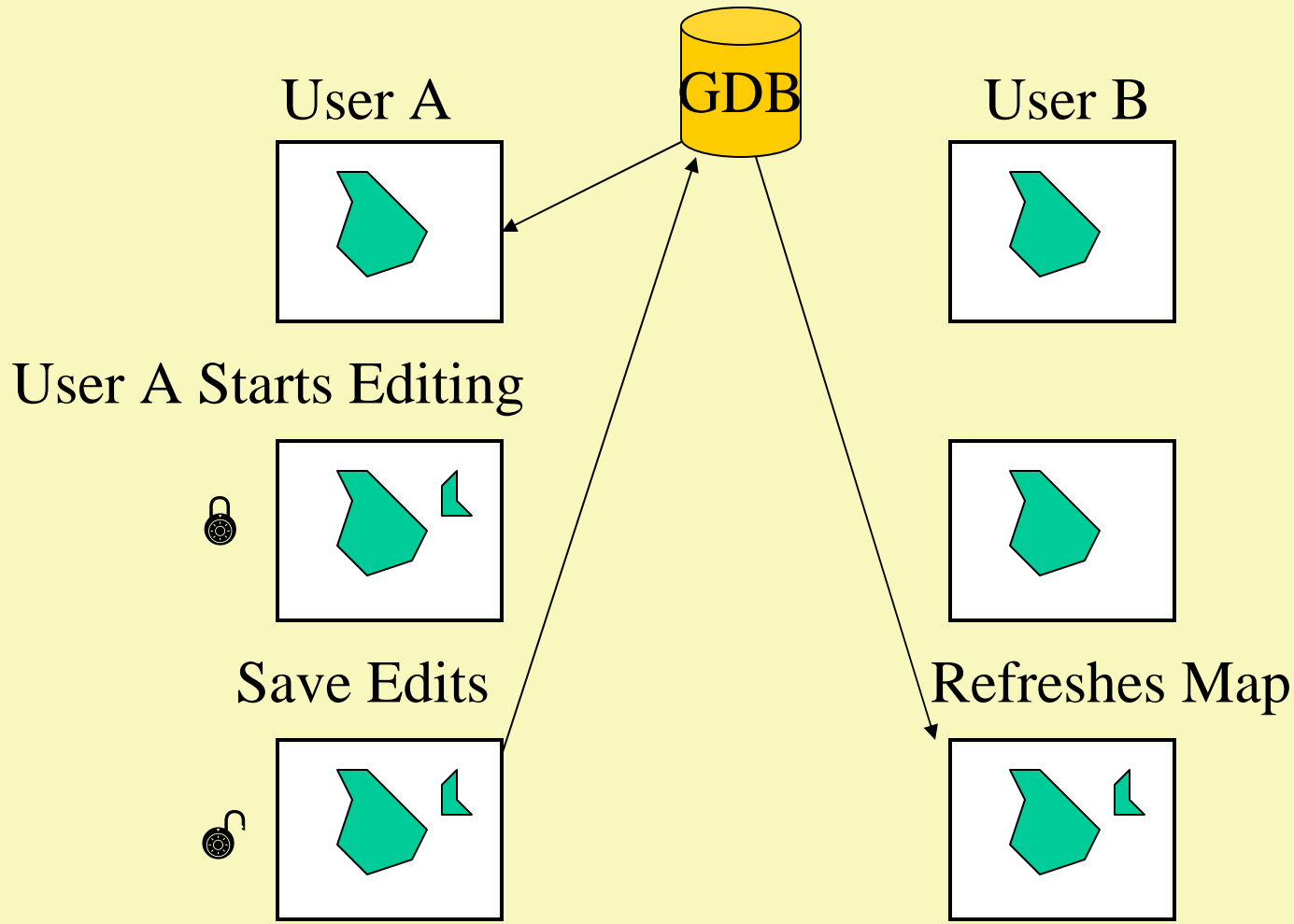
# Standard File Naming Conventions

- Review Job Aids
  - Incident Data File Naming Conventions
  - Incident Data Naming Conventions: FIMT

# Working with Geodatabases

- 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 new/copy recent 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
  - Create new/copy recent GDB into *incident\_data/[date]* directory
- Working GDB
  - Copy master GDB – one copy for each editor
  - Rename working GDB to reflect features being edited

# Workflow: Multiple Editors

- Editing the GDB
  - Each user works on modifying the features within their assigned working GDB.
  - When 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 incident GDB is modified, open/refresh the current master GDB and adjust layout (change date, time, created by name, annotation, etc).

# Establishing Workspace:

## *Unit Review*

By the end of this unit the student will be able to identify standardized filing structure and file naming conventions and identify characteristics of a productive work environment for themselves and their co-workers while at an incident.