

	LFRA MAPPING PROGRAM	2015 revA
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Procedures:

To provide Loveland Fire Rescue Authority (LFRA) personnel with guidance in the areas of incident response orientation, LFRA station wall maps, requests for future mapping projects and quadrangle maps.

Incident Response Orientation:

In order to assist with directions and orientation while in route to LFRA incidents, four tools are in place within LFRA. These tools include the Computer Aided Dispatch (CAD) System, Digital Map Book, LETA Map Book and Street Guide.

CAD System:

The primary tool that should be utilized for directions and orientation to an incident for responding personnel is the CAD System through the use of the MDT's for apparatus that have this technology. This system is highly integrated and is LFRA's most effective direct means of communication with Dispatch, other responding units, live routing and assistance in incident response through "Map It" and "Route" features.

Digital Map Books:

A digital map book is downloaded onto all frontline and reserve apparatus that have MDT's. The digital map book is placed on the C: Drive of the MDT's with a desktop icon labeled "*Digital Map Book*". The digital map books are designed to be a backup in the event that the CAD System goes down or internet connectivity is lost in route to an incident.

If the digital map book is needed for directional reference while in route to an incident, the MDT operator needs to select the "*Digital Map Book*" on the MDT desktop and then select the required map page within the digital book. The digital map books are electronically updated on a quarterly basis to the V: Drive. Once updated, the mapping program manager will send out a department email notifying LFRA personnel when the updates are available for download to the apparatus MDT's. It is the responsibility of apparatus engineers to ensure that the latest version of the digital map book is downloaded onto their apparatus once notification has been sent regarding the mapping updates.

LETA Map Books:

The apparatus included in the Larimer Emergency Telephone Authority (LETA) Map Book distribution are the DC of operations vehicle, Command 1 and 2, all Type 6 and 3 apparatus, all tenders, Dive Rescue 2 and the Mobile Command Vehicle.

The LETA map books are electronically updated on a quarterly basis to the V: Drive. Once updated, the mapping program manager will send out a department email notifying LFRA personnel when the updates are available and which map pages need to be printed and placed in the apparatus LETA map books. It is the responsibility of the apparatus engineers at each station to ensure the latest version of the LETA map book is on their apparatus once notification has been sent regarding the mapping updates.

If a LETA identified apparatus does not have a LETA map book, notify the mapping program manager as soon as possible for a replacement.

Street Guides:

Street guides are on all frontline and reserve apparatus. The guides serve two roles; one, they can be used as a quick reference in route to an incident to get you in the general area of an incident street or road and two, the street guides will serve as a third printed backup in the event that the CAD System goes down in the unlikely event the MDT's lose power and are not operational to access the digital map book.

The street guides will be electronically updated on a quarterly basis to the V: Drive. The mapping program manager will send out a department email notifying LFRA personnel when the updates are available and which street guide pages need to be printed and placed in the apparatus street guides. It will be the responsibility of the apparatus engineers at each station to ensure that the latest version of the street guides are on their apparatus once notification has been sent regarding the updates.

If an apparatus does not have a street guide, notify the mapping program manager as soon as possible for a replacement.

LFRA Station Printed Wall Maps:

There are two wall maps (3'x 5') that are approved for printing and placement at each station. These two maps are the LFRA Fire District Map (Including the urban response area) and a 1st Due District Map per station.

If any changes are made to either of these maps, the mapping program manager will make that notification to the stations and a new map will be printed and delivered for wall placement. If LFRA personnel need to view other maps, such as the Auto-Aid Map, for instance, these maps are digitally available on the V: Drive under <V:\Fire\Program Management\Mapping\Current Mapping Documents>. If a map needs to be printed by personnel, they may do so up to the size of 11X17 utilizing station printers. If a larger map is needed, please notify the mapping program manager for approval and printing.

Requests for Mapping Projects:

In the event that a map needs to be created or edited for any LFRA personnel due to a project or program, a Mapping Project Request Form (MPRF) will need to be completed and emailed to the mapping program manager (*please refer to Appendix A at the end of this guideline*) for approval. It is imperative that contact is not made with the City of Loveland GIS Department directly in order to appropriately identify, approve and schedule completion of mapping projects. ***To assist in guarantying mapping project completion deadlines, a minimum of a 30 day notice of lead time on all mapping project submittals is required and is on a first come, first served basis.*** Emergency situations, such as the 2013 flood or a large wildfire for instance, would be an exception to this required lead time and any maps needed for these emergencies would be produced as soon as possible. Once the mapping project is approved by the mapping program manager and the City of Loveland GIS manager, the requestor will be notified of project approval and an estimated project completion date via email. Once the requested mapping project is complete by GIS, LFRA personnel will receive an emailed notice from the mapping program manager with a digital PDF of the completed map. If the map needs to be printed, the mapping program manager will print the map and have it waiting at station 1 where EMS supplies are picked up and labeled with the name of the individual requesting the mapping project.

Quadrangle Maps:

All LFRA frontline and reserve apparatus should have a set of Quadrangle (Quad) Maps. If a quad map is missing, an emailed notification needs to be sent to the mapping program manager with the map needed. There currently is a small cache of quad maps available as needed; however, once these maps are absorbed, the station that needs the missing quad map will need to go to JAX, Sportsman's Warehouse or another local distributor and purchase the needed quad map (with Universal Transverse Mercator's (UTM's) identified on the map) with a purchasing card. The purchase will then need to be charged to the requesting station's station budget. The current inventory for the set of quadrangle maps for all apparatus is as follows:

- Loveland, CO
- Masonville, CO
- Buckhorn Mountain, CO
- Drake, CO
- Glen Haven, CO
- Carter Lake Reservoir, CO
- Pinewood Lake, CO
- Horsetooth Reservoir, CO
- Larimer County, CO (Topo)
- Arapahoe & Roosevelt National Forest, CO (Topo)

Revision History:

New guideline, no current revision history on record.

References:

No references cited.

Appendix:

Please see last page for an example of the Mapping Project Request Form (MPRF). A separate MPRF will be located on the V: Drive under the Mapping Program File for actual project submissions.

Mapping Project Request Form

Date:

Name of individual Requesting Mapping Project:

Contact Phone Number & Email of Requestor:

Location of the Requestor: (Station #, CSD, FAB, Training Area, etc.)

Name of Mapping Project:

Please provide a detailed description and reason for the mapping project requested.

What is the requested completion date and time of the mapping project: (30-Day Lead time is required)

Does this Map need to be printed? If so, how many maps need to be printed and in what size?