Urban Forest Strike Team Naming Conventions and File Structure

The importance of naming conventions and file structure for efficient incident management cannot be under-emphasized. The use of a standardized naming system and file structure allows for easy transitions between team members, logical data storage and retrieval and documentation of incident progression. This document will describe the naming conventions the UFST has adopted and the file structure for data and documents relevant to the incident.

Incident Name: This folder is the folder that contains all subsequent folders pertinent to the current incident. The format for naming the incident is State abbreviation-Year-sequential yearly incident number-Type of incident. An ice storm in Tennessee, representing the third incident requiring UFST response in 2011 would be: TN-2011-003-Ice. If the incident covered multiple states, say Tennessee and Kentucky, the incident name would be KYTN-2011-003-Ice. If the response is to a named storm (hurricane) then the name of the storm may be substituted for the type of storm. As an example, AL-2011-001-Drew, would be the first UFST response of 2011 to Hurricane Drew in Alabama.

WorkArea: This folder holds all subordinate folders germane to the response in a localized area. This folder should be named for the municipality nearest to where the UFST Team Leader is based. If the response spans multiple municipalities with multiple teams, each Team would have unique data and therefore would require a separate file structure.

Incident Documents: This folder should contain all documents relevant to the Incident. These might include disaster declarations, correspondence from the State Urban Forestry Coordinator, UFST, government officials and others, and any special permits, letters or other items.

BaseData: This folder houses all GIS data used as base layers for map production or GIS analysis. It is subdivided into two folders; Raster and Vector. Collected GPS data IS NOT stored here.

Raster: This folder houses all raster data that is used as base layers for map production. Aerial imagery, DRGs, DEMs and other rasterized data would be included here.

Vector: This folder house all vector GIS data such as boundaries, street center lines, ownership parcels or rights-of-way.

DailyData: This folder contains subordinate folders for each day of the incident's duration. These folders should be named with the following naming convention: MMDDYYYY_GPS. The daily data folder for the 12th of January for the previously described Tennessee ice storm would be: 01122011_GPS. Each daily folder should contain the downloaded shapefiles for each crew as well as a merged shapefile of all of the crews' daily data. The merged shapefile should be named by the following convention: MMDDYYYY_Incident Name_GPS_Merged_ProjectionDatum. For the above example, the merged shapefile would be named: 01122011_ TN-2011-003-Ice_GPS_Merged_UTMNAD83.

Projects: This folder contains subordinate folders for each day of the incident's duration. These folders should be named with the following naming convention: MMDDYYYY_GIS. The daily data folder for the 12th of January for the previously described Tennessee ice storm would be: 01122011_GIS. Each daily folder should contain the GIS projects created during that day's operational period. Each project name should be descriptive of its nature. It is important to indicate in the name which GIS platform was used. A briefing map for the 12th of January ice storm using ArcGIS would be named: 01122011_Briefing_Arc. If using QGIS then the last part of the previous name would be 01122011_Briefing_QGIS. **A LIST OF STANDARD UFST MAP PRODUCTS COULD BE PRODUCED.**

Products: This folder contains subordinate folders for each day of the incident's duration. These folders should be named with the following naming convention: MMDDYYYY_Map. The daily data folder for the 12th of January for the previously described Tennessee ice storm would be: 01122011_Map. Each daily folder should contain the GIS products created during that day's operational period. Map products are produced by exporting your map projects into an image format. This allows for rapid printing and electronic transfer of the mapping product. When exporting map projects into image format, the name of the map project will be carried over to the image name. When using ArGIS as the GIS platform, Adobe PDF documents and/or JPEG200 images are preferable. **NEED TO INVESTIGATE WHAT FORMATS QGIS CAN EXPORT TO.**

Photos: This folder contains subordinate folders for each photographer providing images. These folders should be named with the photographer's last name and date. Common surnames like Smith may require a modifying initial or name. Transfer of images from the crew computer to the team leader's computer will be done only be the Team Leader or their designee.

Documents: This folder contains a variety of subordinate folders. Some may not have data in them and others may be created and as needed.

Contacts: This folder contains list of contacts including phone numbers and addresses. All crew contact information as well as local liaison and state Urban Forestry Coordinators. Media contacts would also be stored here.

Crew Lists: This folder contains crew lists including dates of activity and crew composition. Logistical information, including travel, lodging, meals, etc., for each crew member would also be stored here.

Logs: This folder contains all notes and logs that are generated by the crews and Team Leader. Injury reports, incidents that occur while mapping or reminders would be stored here.

Feature Files: This folder contains the electronic copies of the feature files used by the Nomad data recorders. These are stored in case they need to be reloaded or modified or to install on new units that may arrive to assist on the incident.

Forms: This folder will contain ICS forms that were used during the incident as well as UFST forms and checklists for team leaders and crew members.