

DIRECTORY STRUCTURE:

SCC

All agencies are to use the State Emergency Management drive for any incident mapping work (in the SCC). The base directory structure of this is the directory is as follows:

EM-Drive\50_SCC\22-Mapping\<YYYYMMDD>\
C:\EMDrive_download\YYYYMMDD

Shapefiles\Map Field \GDB\GPS\GPX Files

- ❑ EM-Drive\50_SCC\22-Mapping\YYYYMMDD>\data
- ❑ C:\EMDrive_download\YYYYMMDD\data

PDF's\Images

- ❑ EM-Drive\50_SCC\22-Mapping\<YYYYMMDD>\maps\drafts
- ❑ EM-Drive\50_SCC\22-Mapping\<YYYYMMDD>\maps\published

- ❑ C:\EMDrive_download\<YYYYMMDD>\maps\drafts
- ❑ C:\EMDrive_download \<YYYYMMDD>\maps\published

MXD's

- ❑ EM-Drive\50_SCC\22-Mapping\<YYYYMMDD>\projects
- ❑ C:\EMDrive_download \<YYYYMMDD>\projects

Handover Notes\Consequence Reports

- ❑ EM-Drive\50_SCC\22-Mapping\<YYYYMMDD>\docs
- ❑ C:\EMDrive_download\<YYYYMMDD>\docs

NOTE: There is a template directory fire structure here, where you can copy the folder and rename to the current date. For any location, you can use this template and apply into your appropriate folder.

EM-drive\50-SCC\22-\Mapping\2017XXXX
C:\EMDrive_download\2017XXXX

ICC

R:\30_Response\<Vic Gov Region_ICC Name>\<IncidentName_Incident
#>\Planning\Mapping\<YYYYMMDD>\

Shapefiles\Map Field Files\GDB\GPS Files

- ❑ R:\30_Response\<Vic Gov Region_ICC Name>\<IncidentName_Incident
#>\Planning\Mapping\<YYYYMMDD>\data

PDF's\Images

- ❑ R:\30_Response\<Vic Gov Region_ICC Name>\<IncidentName_Incident
#>\Planning\Mapping\<YYYYMMDD>\maps\drafts
- ❑ R:\30_Response\<Vic Gov Region_ICC Name>\<IncidentName_Incident
#>\Planning\Mapping\<YYYYMMDD>\maps\published

Cheat Sheet 3 – DIRECTORY STRUCTURE

MXD's

- ❑ R:\30_Response\<Vic Gov Region_ICC Name>\ <IncidentName_Incident #>\Planning\Mapping\<YYYYMMDD>\projects

Handover Notes\Consequence Reports

- ❑ R:\30_Response\<Vic Gov Region_ICC Name>\ <IncidentName_Incident #>\Planning\Mapping \<YYYYMMDD>\docs