
S.O.P. #: 300-07

SUBJECT: CAD File Maintenance

DIVISION: Communications Division

Objective: To outline procedures used for corrections, revisions, additions and/or deletions to various Fire Department files maintained in CAD.

Section 1: Geographic Data Base (GDB)

- A. The GDB provides methods of access for inputting incident locations. The four files are:
1. Block Face File
 2. Intersection File
 3. Common Name File
 4. Alias Name File
- B. To add, modify or delete a file in the GDB, a request must be made in writing to the Administrative Lieutenant and approved by the Officer in Charge of Communications.
- C. Upon review and approval, the GEOFILE MAINTENANCE FORM produced by Fire Dispatch, along with the supportive documentation, shall be forwarded to the 911 Center's File Maintenance section. A copy will be forwarded to Data Processing for delivery to the Baltimore Metropolitan Council (BMC) who provides quarterly updates to the CAD system.
- D. The Fire Department Mapping Section must be forwarded copies of all modifications made to phantom fire box maps. Failure to meet the above requirement will create a serious discrepancy in the CAD Database.

Section: 2 Fire/EMS Response Profile (RP)

- A. The RP provides four files required to compute and build event response recommendations. The four files are:
1. Fire/EMS Event Type File
 2. Fire/EMS Station Complement File
 3. Fire/EMS Unit Code Types File
 4. Fire/EMS Station Order File
- B. To add, modify or delete a file in the RP, a request must be made in writing to the Administrative Lieutenant and approved by the Officer in Charge of Communications. Any changes in recommended response MUST BE APPROVED BY THE FIRE CHIEF.

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- C. The changes will be forwarded to Data Processing to be entered and/or deleted from CAD file maintenance. The necessary changes may require updating the associated printouts used in the manual mode of operations.

Section 3: Administrative Files (AF)

- A. The AF contains various pertinent information on Fire Department Resources.
- B. To add, modify, or delete a file in the AF, a request must be made in writing to the Administrative Lieutenant and approved by the Officer in Charge of Communications.
- C. The changes will be forwarded to Civilian Shift Supervisor to be entered and/or deleted to/from the AF.

Section 4: Hazard File

- A. The Hazard File (HAZ) maintains specific information such as, but not limited to, Knox Box facilities SARA III Reporting facilities, special event code information and invalid information.
- B. To add, modify, or delete file in the HAZ, a request must be made in writing to the Administrative Lieutenant and approved by the Officer in Charge of Communications.
- C. The changes will be forwarded to DATA Processing to be entered and/or deleted to/from the HAZ.