File Naming and Directory Structure

**Specifications:**

The File Naming and Directory SOP and the Metadata SOP are designed so that the file and folder names include basic incident-specific identification information.

File names cannot be longer than 255 characters.

File and folder names must not contain spaces or periods, aside from file extension delimiters.

File names for specific layers include descriptive data about the incident.

File names must be complete and stand on their own outside of the file structure.

The following are required name elements for various file types and listed in sequence they should be shown in the file name separated with underscore. The general format is: {date} {incident information} {other information}

***Master map documents*** (could be an MXD or APR file)

* This file is stored directly under the Projects folder.Year (*yyyy*) (the -the incident occurred)
* Incident name (the name of the incident)
* Type of map (the standard map product description abbreviation)
* Page size (in inches or ANSI size – A-E)
* Orientation of page (landscape or portrait)

***Map documents backup files*** (could be an MXD or APR file)

* Date including year (*yyyymmdd*) (the date the file was saved)
* Time the file was saved (*hhmm* 24-hour clock)
* Incident name
* Type of map
* Shift the map will be produced for
* Page size
* Orientation of page

***Master Incident geospatial data file*** (the primary geospatial database used on the incident, could be a personal geodatabase) This file is stored directly under the Incident Data folder.

* Year (*yyyy*) of the incident
* Incident name
* Incident number
* Tool and version used to produce data (optional)

***Incident geospatial data backup file*** (could be a personal geodatabase)

* Date including year (*yyyymmdd*) (when the file was backed up)
* Time the file was saved (*hhmm* 24-hour clock)
* Incident name
* Incident number
* Tool and version used to produce data (optional)

***Incident geospatial theme data files*** (could be shapefile or coverage or any other data type)

***Incident perimeter export file*** (exchange format, may be compressed file)

* Date including year (*yyyymmdd)* (when the data was collected)
* Time of data collection (*hhmm* using 24-hour clock)
* Incident name
* Incident number including 5-character Unit ID
* Incident data type (the type of data portrayed by the data layer)
* Feature type (point, line, polygon)
* Coordinate system
* Datum

***GPS data files*** (could be shapefile or coverage or any other data type)

* Date including year (*yyyymmdd)* (when the data was collected)
* Time of data collection (*hhmm* using 24-hour clock)
* Incident name
* Incident data type
* Source of data (the ICS position or name of person who collected the data)
* Feature type (point, line, polygon)
* Coordinate system
* Datum

***Map product files*** (any map produced could be PDF, JPG or EPS)

* Date including year (*yyyymmdd*) (when the map was produced)
* Time the map was produced (*hhmm* use 24-hour clock)
* Incident name
* Incident number (the official alpha-numeric incident designation)
* Type of map
* Shift the map will be produced for
* Page size
* Orientation of page

***Other Supporting Documents, Spreadsheets, and other nongeospatial files*** (could be XLS, DOC, JPG, TIFF, XML, etc.)

* Date including year (*yyyymmdd*)
* Incident name
* Document contents

**Incident Directory Structure:**

This structure can be stored in any location, however the following describes the core directories to be present for every incident and does not preclude other folders being added.

Due to agency needs, files for multiple incidents may be stored under a root folder named: **{yyyy}\_incidents** {*at the root level, where yyyy = the current calendar year*}

* **{yyyy\_incident\_name}** *{i.e., 2005\_dog, where yyyy = the year the incident started}*
  + **base\_data** *{base data not created on the incident}*
    - **dem *{digital elevation model data and derived products}***
    - **logos** *{agency logos, typically in nongeospatial raster format}*
    - **raster** *{other raster data such as orthoimagery or scanned quads}*
    - **vector** *{vector data file types}*
  + **documents** *{spreadsheets, text documents, unit log, digital photos used on maps, etc.}*
  + **incident\_data** *{data created on the incident stored by date}*
    - ***incident spatial data file*** *{the master incident spatial data file}*
    - **{****yyyymmdd }** *{contains date/time stamped incident spatial data files backed up from incident spatial data file}*
      * **gps** *{optional, contains GIS data from field GPS downloads}*
      * **other optional folders such as IR, FARSITE, …**
    - **modified\_base\_data** *{base data edited for the incident, i.e. roads, ownership & structures}*
    - **progression** *{workspace to create progression data}*
  + **products** *{contains GIS product files produced on the incident}*
    - { **yyyymmdd** } *all products for an intended date of use (versus the date created)*
    - **final** *contains copies of all final products for the incident*
  + **projects** *{GIS product tasks, daily map document files}*
    - ***master map document files*** *{the master map document files, one for each map product}*
    - **{****yyyymmdd }** *{contains backup map document files copied from master map document files}*
  + **tools** *{extensions, tools or other software tools and used on the incident}*

**Common Abbreviations:**

This is a list of standard abbreviations for file naming. For other features, select an unambiguous term.

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| ***Incident Data Types*** |
| per = Raw Perimeter |
| dzr = Dozer line |
| prog = Progression Perimeter |
| origin = Point of origin |
| uncfire = Uncontrolled Fire Edge |
| ctlfire = Controlled Fireline |
| contin = Contingency line |
| burn = Burned area, area affected in a given time period |
| wfsa\_alt\_a = Wildland Fire Situation Analysis (alternatives a,b,c, etc.) |
| Damage = Damage caused by incident or suppression efforts |
| icp = Incident Command Post |
| ics\_fln = ICS fireline symbolized with ICS symbology |
| ics\_pt = ICS points symbolized with ICS symbology |
| ics\_div = ICS division breaks symbolized with ICS symbology  mma = Maximum Management Area  map = Management Action Points  hand = handline |
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| ***Source Codes*** |
| gps\_*name* = Global Positioning System (add collectors name) i.e., gps\_jones |
| ir = Infrared |
| fobs = Field Observer |
| sitl = Situation Unit Leader |

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| ***Features***  (for shapefiles, not needed with Personal GeoDatabases) |
| pt = point |
| ln = line |
| pl = polygon |
| gr = grid |
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| ***Coordinate System Codes*** (for shapefiles, not needed with Personal GeoDatabases) |
| *(coordinate system, datum)*  u10n27 = Universal Transverse Mercator (UTM) Zone 10, NAD 27 |
| u13n83 = UTM Zone 13, NAD 83 |
| lln83 = Latitude/Longitude; i.e., geographic NAD 83 |
| {st}sp5n27 = {state abbreviation} State Plane Zone 5, NAD 27 |
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| ***Product Type*** |
| airops = Aerial Operations map |
| brief = Briefing map  dam = Damage Assessment Map |
| facil = Facilities map |
| fuels = Fuels map |
| iap = Incident Action Plan map |
| owner = Ownership map |
| plans = Situation/Plans map |
| prog = Progression map |
| rehab = Rehabilitation |
| struct = Structural protection map |
| trans = Transportation map |
| veg = Vegetation map |
| wfsa = Wildfire Situation Analysis map  wfip = Wildland Fire Implementation Plan |

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| ***Page Orientation*** |
| land = Landscape |
| port = Portrait |

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| ***Date Format*** |
| yyyy = Year in which incident began, e.g., 2005 |
| yyyymmdd = month, day, and year e.g., **20051207** |
| hhmm = Hour and minutes, 24-hour clock, e.g., 0945 |

**Responsibilities and Communications:** It is the responsibility of GIS Specialist to communicate the file naming and directory structure used on an incident to other GIS Specialists, hosting unit GIS staff and regional GIS staff.

The Situation Unit is responsible for ensuring only that GIS file naming and directory structure standards are in place for the incident. This chapter specifies a national interagency standard, which should not be overridden at the incident level.