**Quick Notes on the Event GDB Template**

* Geodatabase projection: WGS 1984
* 3 Feature classes:
  + EventPoint
  + EventLine
  + EventPolygon
* Annotation feature class is not included
* Symbology contained in lyr file
* The label properties for the EventPoint feature class in the layer file are set appropriately for an IAP Map using attributes in the “Label” field.

To get started:

1. It is recommended that you create a new empty file GDB and reproject the three event feature classes in the incident GDB template to the projection you intend to use for the incident into the empty file GDB you just created.
2. Make a copy of the new projected GDB template, place it in the appropriate incident folder and name it as the master incident GDB using GSTOP standards. Keep the original empty projected GDB as a backup.
3. Place a copy of the layer file in the same folder as the master incident GDB and then add the layer file to a new MXD.
4. Set the Data Sources of the layer file to your new master incident GDB EventPoint, EventLine and EventPolygon feature classes.
5. Use the ArcMap Commercial Off The Shelf (COTS) tools to create and edit incident features.

To standardize how attributes are entered for divisions and branches, attributes entered for divisions and branches should be for the division/branch that’s to the right of the break going in clockwise order.  Since a branch break also separates two divisions and divisions may skip letters in the alphabet as you go around the incident, enter the branch in the “Label” field (Ex: Branch I) and the division in the “Comment” field when the point feature category is a branch.  On the same note, to maintain good logic, it would also be good to put the branch in the “Comment” field for division point types when branches exist on the incident.

The point labels are appropriately sized for an IAP Map for various features when using the layer file.  This will make it easier to convert the labels to annotation for IAP maps.  Here’s how the labels are set to display: Labels for all points except Divisions, Branch, Segment, Zone, Spot Fire, Hot Spot and Fire Origin are set to Arial, 15 points, bold; Divisions are set to Arial, 18 points, bold; Branches, Segments and zones are set to Arial, 20 points, bold; Spot Fire, Hot Spot and Fire Origin are set to Arial, 12 points, bold.