

MetroGIS Emergency Management Data Refinement

Bullet Point Process

MetroGIS Emergency Management Custodians

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Datasets

- Both Comprehensive and Priority Emergency Management dataset lists were compiled by the Custodians in cooperation with MetroGIS Emergency Management Group.
- The Comprehensive Emergency Management dataset list will be reviewed and prioritized annually by Custodians in cooperation with MetroGIS Emergency Management Group.
- Priority datasets will be assigned to Custodians at random.
- Dataset may be reassigned upon request through the MetroGIS Emergency Management Group leader.
- A snapshot of the Priority Emergency Management dataset is included.

Ownership of Data

- The Custodian Owner has full ownership rights to EM spatial dataset that they created.
- It may be that the data acquired by the Custodian Owner to create an EM spatial dataset is owned and stored by another agency, but once processed and refined, that spatial EM Dataset is now owned fully by the Custodian Owner.
- Metadata will describe the transactional data acquired from the original agency.
- It is recommended that omissions, deletions and updates found during the refinement process be communicated back to the original agency it was acquired from.

File Specifications

- All spatial files will conform to a standard ESRI shape file.
- The spatial shape file will consist of a .SHP file, .SHX file and .DBF file.
- The spatial shape file should, if possible, include a .PRJ file for UTM 15 NAD83 coordinates.
- All spatial files will be delivered in UTM 15 NAD83 coordinates.
- All spatial files must have appropriate metadata supplied.
- All Emergency Management Dataset files will be prefaced with “EM_” followed by the FeatureClass name. (example: EM_PoliceStations.shp)
- Shift_underbar is the only shift character allowed in file names or field names. No other shift characters are allowed.
- Embedded spaces are not allowed in any file names or field names.
- All spatial files that are geocoded must have the Address field contained within the file.
- All spatial files that are geocoded must have a field stating whether it was matched or unmatched during the process.(example: Status = M)
- All spatial files that are geocoded must have the same record count before and after the process.
- Three audit fields must be added to each spatial file as follows:

EM_Aud_Tp	T20
EM_Aud_By	T20
EM_Aud_Dt	Date

Compilation of Data

- Custodian Owner researches location(s) of data source
- Acquire transactional data for all 7 counties.
- Custodian Owner determines final field content and has the liberty to include and/or not include field(s).
- Recommended that all data source fields are inclusive within EM dataset
- Review and prepare consistent data for geocoding.
- Add classification fields if data varies in Type.
- If data only exists for your county, complete entire process for your county and notify other Custodians for assistance in data compilation.

Processing

- Manual address matching or automated Geocoding transpires
- Geocoding will take place over all 7 counties
- Address locations may be placed manually.
- Automated geocoding may take place against the MetroGIS Parcel shape file.
- Automated geocoding is recommended to take place against the MetroGIS Street Centerline file.
- Address field and Status field must accompany file
- ESRI Geocoding Address Locator Style is recommended to be US Streets with Zone. (File or GDB)
 - Left and Right City is recommended
 - Default locator options are fine
 - Matching options should not be less than 50-10-10
 - Custodian Owner of dataset has latitude to alter Geocoding process for Accuracy versus Hit Rate

Distribution

- Update the three Audit fields as follows...
 - EM_Aud_Tp = Geocoded
 - EM_Aud_By = Dakota County GIS
 - EM_Aud_Dt = 4/15/05
- File will be divided into 7 separate county files.
- Email each county file to their appropriate county Custodian.

Refinement

- Each Custodian is responsible for content and positional accuracy of each transaction within their county.
- Manually move any geocoded location that is in the wrong location.
- Add any locations that are missing.
- Reference your county parcel base or orthophoto for locational accuracy.
- Edit the audit fields appropriately if changes were made to a transaction
 - EM_Aud_Tp = Moved or Added
 - EM_Aud_By = Carver County GIS
 - EM_Aud_Dt = 4/30/05
- Upon completion, package up the file and send it back to the Custodian Owner.

- Turn around time may vary.

Metadata

- All spatial datasets require metadata for submission to MetroGIS.
- Each Custodian Owner is responsible for their dataset metadata.
- Scaled down Metadata template included.
- Upon Submission process, complete and send this template to MetroGIS along with spatial dataset.

Restoration

- Refined files will be returned to the Custodian Owner from each county
- Custodian Owner will merge each counties data into one EM dataset file.
- Waiting for all counties to return their refined datasets is not required for Submission Process
- Custodian may submit EM dataset without every counties data returned
Upon receiving another counties refinement, the Custodian Owner will re-merge and re-submit

Submission

- Custodian Owner sends EM dataset, along with associated metadata, to MetroGIS

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- EM Dataset will be posted to ArcIMS Emergency Management Application for display
- All EM datasets will be distributed regularly to each county Custodian and upon request.

Bi-Annual Update

- Specified EM datasets may need regular updating to keep current
- The process from Compilation through Submission would be repeated for such EM datasets.
- Custodian Owner should try to maintain identical table structure on next revision.
- These datasets will be determined by the Custodians in cooperation with MetroGIS Emergency Management Group during the annual dataset review.