



Workflow- Using the Data Drive to Prepare Base Data for an Incident

1. Open the data drive and copy the 2013_[template] folder.
2. Paste the folder in a location on your local drive.
Moving the data to a local drive will improve performance and avoid any unpredictable behavior that may occur as a result of using a USB connection.
3. Replace “[template]” with the name of the incident.
4. In your new incident folder, open Projects> start.mxd.
5. Zoom into the area of the incident.
You will only see outlines of states and a few major cities when you open the map. This is to speed up the drawing of the map. As you zoom in, more detail will appear in the map. If you need to zoom in further than you are able to with the base map, turn on the 100K or 24K DRGs as needed. ***Be aware both layers are mosaic datasets and will appear as a grid of green boxes until you’ve zoomed into a scale of at least 1:225,000 for the 100K layer and 1:205,000 for the 24K layer.***
6. From the ArcMap menu, click File>Map Document Properties
In the dialog box that opens, near the bottom, check the box next to “Store Relative Path Names to Data Sources” and hit OK.
7. From the ArcMap menu, click File > Save As and Rename and Save the .mxd in your Projects folder.
This new map document will serve as a sort of generic incident map that you can use as a starting point for creating your incident maps. You may want to turn off or right click on all the layers except for the DRGs to remove them from the map.
8. (Optional) If you have orthoimagery to use with your map, return to the Data Drive>base_data>orthoimagery, select and copy the base map(s) you will need for the incident.
9. Paste the files into your new incident folder >base_data>orthoimagery.
10. Copy any other base data you may need/want into the corresponding base_data folder in your incident folder.
Again, moving the imagery files and other base data to your local drive will improve the speed with which you can access the data and avoid any unpredictable behavior that may occur as a result of using a USB connection.
11. (Optional) Add any other base data to your map document and Save the file again.