

Atlases and route cards

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Owner:	Chief Information Officer (CIO)
Responsible work team:	ICT Enterprise Application Delivery

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1 Description

- 1.1 This policy describes atlases and route cards. It also outlines the procedure for amending, marking and filing route cards.
- 1.2 A London Fire Brigade atlas, covering the Greater London area, is provided to enable addresses to be located easily and to assist in mobilising to incidents. Stations are provided with route cards, extracted from the atlas, which also assist in locating addresses and mobilising to incidents.

The Brigade atlas

- 1.3 The Brigade atlas (AZ Master Atlas of Greater London) includes information, such as:
 - full instructions for use;
 - the map of the Greater London area; and
 - an alphabetical street index.

Route cards

- 1.4 Route cards are created and distributed to stations by ICT Enterprise Application Delivery Team.
- 1.5 There are two types of route cards available to fire stations:
 - Standard route cards which cover all route squares for the standard street maps pages (pages 10-211) of the Brigade atlas. Standard route cards are supplied to all stations.
 - Large scale route cards which cover all route squares for the large scale map pages (pages 214-231) of the Brigade atlas. Large scale route cards are supplied only to stations whose ground contains large scale map page route squares.

Standard route cards

- 1.6 Each standard route card is an enlargement of one grid square of the standard street mapping within the Brigade atlas. The central grid square represents an area 500 metres x 500 metres with an overlap showing a small section of the surrounding grid squares (see figure 1).
- 1.7 Route cards are numbered individually in the top right hand corner. These numbers correspond to the location in the Brigade atlas. For example, in the illustration in figure 1:
 - (a) **57.MB** is centre grid square and is referenced by using the numbers and letters on the top/bottom and left/right edges of the Brigade atlas pages.
 - (b) **112** is the page in the Brigade atlas that includes the grid square.

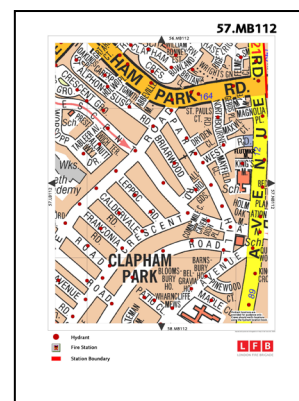


Figure 1

Large scale route cards

- 1.8 Each large scale route card is an enlargement of one grid square of the large scale street mapping within the Brigade atlas. The central grid square represents an area 250 metres x 250 metres with an overlap showing a small section of the surrounding grid squares (see figure 2).
- 1.9 Route cards are numbered individually in the top right hand corner. These numbers correspond to the location in the Brigade atlas. For example, in the illustration in figure 2:

- (a) **1E** is centre grid square and is referenced by using the numbers and letters on the top/bottom and left/right edges of the Brigade atlas pages.
- (b) **228** is the page in the Brigade atlas that includes the grid square.

- 1.10 Both types of route card display the station boundary and fire station location as well as hydrant locations. Note: Hydrant locations are for guidance only and crews should verify locations against the hydrant location book.
- 1.11 The route cards are printed in colour on A5 card and it is possible to write on the route card with a ball point pen; felt-tip and similar pens are not suitable and should not be used.

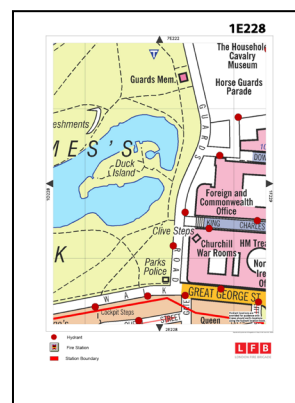


Figure 2

- 1.12 Directions from the fire station to the central grid square can be described on the back of all route cards for the station ground. However this is not mandatory and at the discretion of the individual station to whether they wish to undertake this.

2 Use

- 2.1 To complement the Brigade atlas, each appliance manager should be given a route card when mobilised from a fire station to an incident. Route card numbers (as detailed in paragraph 1.8 and 1.10) will be provided for all mobilising messages.
- 2.2 In the case of long roads it may be difficult for control officers to identify accurately the appropriate route card number for the incident address. Appliance managers finding difficulty in locating an incident on such roads should not confine their search to that section of the road covered by the map square.

3 Filing

- 3.1 Route cards are to be stored in a suitable drawer within the watch room at each fire station.
- 3.2 The standard method for the filing of route cards is illustrated in figure 2 and is described below:
 - (a) Route cards are to be grouped alphabetically in sections, i.e., Aa, Ab, Ba, Bb, Ca, Cb, etc.
 - (b) Each alphabetical section is then to be placed in numerical order, i.e., Aa 1, Aa 2, Aa 3, etc.

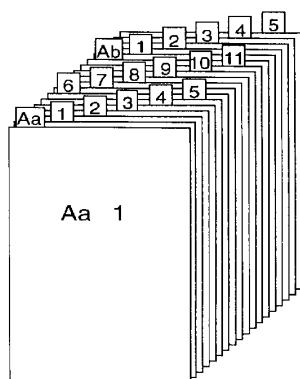


Figure 3

4 Allocation

- 4.1 The **Brigade atlas** is the AZ Master Atlas of Greater London and was issued on the following basis:
- (a) one per operational appliance; and
 - (b) one to each senior manager.
- 4.2 If required, Brigade atlases may be obtained by ordering via the purchase order management system (SAP). It is stock item V1269 (Atlas, Master, Greater London geographers, Flexi format).
- 4.3 **Route cards** have been issued to each station on the following basis:
- (a) one set of route cards relating to the station ground for each appliance (pumping and special, but excluding London Resilience vehicles fitted with satellite navigation);
 - (b) one copy for the station watch room/office; and
 - (c) one set of route cards relating to each bordering station's ground.

5 New roads, thoroughfares and major buildings

- 5.1 Pre-Determined Attendance section (PDA) liaises with each of the 33 London boroughs in respect of any new roads, new buildings, numberings and major new developments. Using our street naming guidelines compiled in conjunction with the London boroughs. The PDA section uses the guidelines to influence the street naming sections within each London Borough when developers propose address names and numberings at the planning stage. This involvement often helps in achieving clear address information with suitable numbering, so as to enhance our ability to match the address within the mobilising system and send the required attendance in a timely manner.

Note: The London Borough's have final jurisdiction on any street naming consultation, as our observations are not enforceable under current legislation.

Actions by PDA

- (a) PDA section (PDA) receives street naming information from the London borough's (LB) via post or e-mail.
- (b) PDA input information on to the PDA street naming database and respond via e-mail to the LB with our observations using the PDA street naming guidelines.
- (c) LB street naming section confirm agreed address name.
- (d) PDA generate Form 451b and forward via e-mail to station commander (SC).

Actions at station on receipt of 451b

- (a) SC to make arrangements for the station to inspect the location and confirm the agreed street name on the form 451b and consider the adequacy of water supplies and where doubt exists, should forward a report to water section.
- (b) After inspection, station route cards, watch room map and Brigade atlas are to be updated.
- (c) Complete Form 451 and 451a and forward via e-mail or post to the PDA section.

- (i) Stations are permitted to utilise the IMapping system (<http://imapping3/webmap9>) and save the captured map with the 451 template and send via e-mail the two documents to PDA general (North East, North West, South East, South West).
- or
- (ii) Use Form 451 and 451a (tracing) suitably annotated and forward by post whilst stocks of 451a (tracings) are available and send to PDA section.
- (d) If the development is too complex to be shown on the Form 451a and plans are available they should be attached.
- (e) If it is considered necessary to increase the normal pre-determined attendance for the location, a Form 5566 should be completed.
- (f) If on inspection no work has commenced on the location site, then send an e-mail quoting the 451b reference number indicating any time scales if possible on when the work will commence. PDA will update the street naming database which will automatically send the station a reminder.
- (g) PDA also forward premises information utilising the 451b system. As we are currently a street based mobilising system this is done for information only, but PDA requires the station to confirm receipt of the information via e-mail quoting the 451b reference number if no further action is required. If there is a requirement to add the building to the mobilising gazetteer due to location problems or an increased attendance requirement then items (c) or (e) apply.

Actions by PDA on receipt of 451, 451a or form 5566

- (a) Update the mobilising system.
- (b) Forward a copy of the form 451a to the nearest six stations.
- (c) Forward Form 451a to ICT Enterprise Application Delivery Team.
- (d) As item 1 and add any Form 5566 to the PDA special attendance database.

Actions by ICT enterprise application delivery

- (a) On receipt of Form 451a from PDA section, the ICT Enterprise Application Delivery Team will first evaluate the level of change detailed in the form. If this is deemed significant then ICT Enterprise Application Delivery will update and produce a new route card to reflect the change.
- (b) Significant change refers to any new named road or development within the route square.
- (c) Copies of the updated route card will be dispatched to the host station only.

Updates to AZ digital maps received directly from Collins Bartholomew (Harper Collins publishers Ltd)

- 5.2 A full refresh of the AZ digital maps, that are used to produce route cards, is supplied by Collins Bartholomew (Harper Collins publishers Ltd) once a year (with change only updates supplied on a quarterly basis). As soon as the updates have been received, they are uploaded, by the ICT Enterprise Application Delivery team, onto a server to be accessed by LFB business systems such as IMapping. The teams responsible for updating Vision and MDT's are also informed of the availability of updates.

- 5.3 On receipt of a full refresh (or quarterly change only updates) of the maps a complete new set of cards **will not** be created and issued. However if there are significant changes to specific route cards, such as a major new development, then the route card will be updated and dispatched to the host station and surrounding stations.

Station - new, amended or abolished roads/premises information

- 5.4 If stations become aware of any new, amended or abolished roads/premises on their ground, that have not come through the normal channels. The station should complete the following action.

Action at station

- (a) Inform PDA section of the change via e-mail.

Action by PDA

- (a) PDA will contact the LB concerned.
- (b) On receipt of a confirmation of the change from the LB concerned, PDA will reply via e-mail to the station and outline the required response.
- 5.5 **Out of normal working hours** any road alterations that may effect mobilising must be reported to Brigade Control.

Document history

Assessments

An equality, sustainability or health, safety and welfare impact assessment and/or a risk assessment was last completed on:

EIA	13/01/09	SDIA	L - 26/08/11	HSWIA		RA	
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Audit trail

Listed below is a brief audit trail, detailing amendments made to this policy/procedure.

Page/para nos.	Brief description of change	Date
Throughout	Content updated.	13/01/2009
Throughout	Minor changes made to policy.	16/01/2012
Throughout	The word premise has been replaced by premises throughout	16/05/2013
Page 7	Subject list and FOIA exemptions tables.	28/10/2014
Throughout	Reviewed as current, no changes made.	10/02/2015
Throughout	Minor changes made, please re-read to familiarise yourself with the content.	25/10/2016
Page 1	Owner title changed due to the changes in organisational structure and governance to reflect the abolition of the London Fire and Emergency Planning Authority.	21/03/2019
Throughout	This policy has been reviewed as current with changes made throughout. Please re-read to familiarise yourself with the content.	29/07/2020
Throughout	Reviewed as current, no changes made.	07/11/2023

Subject list

You can find this policy under the following subjects.

Maps	Route cards
Travel	

Freedom of Information Act exemptions

This policy/procedure has been securely marked due to:

Considered by: (responsible work team)	FOIA exemption	Security marking classification