

## Facility Review and Approval

Each participating facility will have an opportunity to review its Critical Facility Mapping (CFM) data before final delivery to the 911 center (PSAP) and the State 911 Board. This **Facility Review** ensures that the maps accurately represent the facility layout, names, and points of access before the data becomes part of emergency response systems.

### **Purpose of the Facility Review**

The Facility Review focuses on confirming that:

- The right buildings and areas were mapped.
- Room names, numbers, and functional areas match what staff use daily.
- Entrances, driveways, and outdoor features are correctly represented.
- The points of interest like fire extinguishers, panic alarm or camera locations, utility shutoffs, etc. are both accurate and complete.

If something looks out of place, mislabeled, or missing, please point it out. Small errors can happen anywhere through the process, and your familiarity with the facility is essential for catching them.

### **Recommended Review Steps**

1. **Review the maps and supporting materials** provided by your mapping vendor.
  - Verify that all buildings and floors expected in the project are included.
  - Confirm that rooms, hallways, and stairwells are clearly labeled.
  - Check that entrances, exits, and outdoor features (such as parking areas and driveways) are accurately shown.
2. **Engage facility staff who know the building layout best.**
  - Office or maintenance staff familiar with every part of the building are often the best reviewers.
  - If your school has security or safety officers, ask them to take a quick look as well.
3. **Provide feedback to the vendor.**

- Note any missing or mislabeled rooms, incorrect door placements, or outdated features (e.g., a wall added or removed).
- Send all corrections or additions needed to the vendor, preferably by email, so that you can check all of those items again after they make the changes.

#### 4. **Submit your approval.**

- When all of your corrections have been incorporated and you are satisfied with the mapping accuracy, sign and return the Letter of Approval (LOA) to your vendor.
- The vendor will then send your LOA and the mapping data to the State 911 Board for Technical Review and later to the PSAP for the Operational Review and final approval.

#### **Tips and Recommendations**

- **Focus on what is needed in an emergency:** Make sure the map clearly shows access routes, key rooms, and areas that could affect response (like gymnasiums, cafeterias, and mechanical rooms).
- **Be concise:** A quick walkthrough or staff review session is often enough to identify any major issues.
- **Ask questions early:** If anything is unclear, contact your mapping vendor directly, discuss it with your PSAP or reach out to the State 911 Board at [cfm\\_911@ks.gov](mailto:cfm_911@ks.gov).

## PSAP Operational Review and Approval

Each PSAP receiving Critical Facility Mapping (CFM) data will be asked to complete an **operational review** before the State 911 Board issues payment to the vendor. This review ensures that the delivered data meets local expectations and is ready for operational use.

### Before the PSAP gets the data

Each mapped facility goes through two reviews **prior** to delivery to the PSAP:

- A Facility Review performed by the school, confirming that the right facilities were mapped and that floorplans and points of interest are accurate and complete.
- A Technical Review performed by the DASC GIS team, verifying that the data meets schema and file delivery standards established by the State 911 Board.

Only after both reviews are complete and any deficiencies corrected will the vendor deliver data to the PSAP for operational review.

### Purpose of the Operational Review

The review confirms that:

- Room and building labels are clear and correspond to how responders identify locations on site.
- The data aligns with your PSAP's operational needs - for example, for use in 911 mapping, CAD, or dispatch maps.

Even though the data has passed both Facility and Technical Reviews, this is your opportunity for a final "sanity check." If something looks out of place, seems mislabeled, or appears to be missing, please ask about it. Minor errors can occur anywhere in the process, and this review helps ensure every map accurately supports your operations.

### Recommended Review Steps

1. **Review the map deliverables** provided by your selected vendor.
  - Check that all expected facilities are included.
  - Open the data in the viewing tool or PDF maps provided.
  - Look for missing rooms, mislabeled areas, or other discrepancies.
2. **Engage your local GIS maintainer or GIS department.**

- Ask them to review the data structure and schema, particularly if you plan to use this information in other mapping systems (e.g., CAD, internal GIS, or emergency planning applications).
  - Verify that the data follows standard file formats and can be integrated into your existing systems if desired.
- 3. Confirm the operational usability.**
- Make sure the maps are legible and intuitive for telecommunicators and responders.
  - Ensure access points, driveways, and floor levels are easily understood.
  - Provide any feedback to your vendor promptly so corrections can be made before final acceptance.
- 4. Submit your approval.**
- When satisfied, sign and return the Letter of Approval (LOA) to your vendor.
  - The vendor will then send the Board your LOA, along with the ones from the Facility and Technical reviews, to request payment.

#### **Tips and Recommendations**

- **Involve your responders:** If time allows, have a fire or law enforcement contact briefly review one or two sample maps for practical clarity.
- **Keep a local copy:** Store the final data and map images where your agency's GIS and operations staff can access them for reference.
- **Communicate early:** If you find issues or have integration questions, contact your vendor and copy the Board's project team at [cfm\\_911@ks.gov](mailto:cfm_911@ks.gov) for assistance.