

	<b>Standard Operating Procedure</b>		
	<b>Title / Subject</b> <u><b>COMMUNICATION ASSETS SURVEY &amp; MAPPING</b></u> <u><b>(CASM)</b></u>	<b>Effective Date</b> 04/01/10	<b>Revision Date</b> 06/07/11
	<b>References</b>		

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## 1. Introduction

### 1.1 Purpose

The purpose of this Standard Operating Procedure (SOP) is to establish clear guidelines, and give direction to the agencies who participate in the West Virginia Statewide Interoperable Radio Network (SIRN). Communication Assets Survey and Mapping (CASM) gives participating agencies Interoperability Analysis and Visualization Communication Assets Inventory (e.g. Radio Systems, Gateways, Radio Caches), specifically, interoperable communication methods (e.g. common channels, common talk groups, use of gateway), and Tactical Interoperable Communications Plan (TICP) report generation.

## 1.2 CASM Overview

The CASM tool provides the ability for representatives of public safety and government agencies within West Virginia to collect, store and visualize data about agencies, communication assets and how agencies use these assets. The CASM tool is composed of two components: the Communication Assets Survey (CAS) and the Communication Assets Mapping (CAM) tool. The CAS component provides a means to enter, edit and delete information about agencies, communication assets (such as radio systems, dispatch centers, mutual aid channels/systems, gateways and radio caches) and agency usage of the assets. The CAM component provides a means to display this information in a map-based interface and analyzes the data to display agency-to-agency interoperability in various ways.

## 1.3 Participation

Participation of data submission is recommended of all first responder agencies and any agency that owns or uses radio systems, gateways, mutual aid channels, dispatch centers or radio caches within the geographic area of West Virginia.

## 2. Data Collection

In order to realize the benefits of CASM West Virginia must conduct a thorough and inclusive data collection effort. CASM is a tool that if set up properly will better equip our state to prepare for and respond to emergency situations.

**The benefits of using CASM are directly linked to the quality of the data that is entered.**

In other words, the more accurate and specific the data that is collected, the more valuable the data is to share and the more accurate the interoperability analysis results are to all.

### 2.1 Goals

It is important for SIEC and the RICs to determine the goals of the data collection effort and communicate these goals to the public safety community.

1. Conduct a complete data collection effort aimed at collecting data on all first responder agencies that operate within a state and include all of their communication assets and how they are used. This may be referred to as a state-wide data collection effort.
2. Conduct a complete data collection effort aimed at collecting data on communication assets that are available to users which may be deployed as needed.
3. Compile and make available a database of interoperable communications assets in West Virginia.

## 2.2 Where to start

All communication asset data entered is related to the agencies that own and use these communication assets. For example, when a user enters data about a trunked radio system, one first responder agency shall be identified as owner/ manager of the radio system and other agencies shall be identified as users of the radio system. Later in this data entry process, the owner or users shall identify which talk groups on the system are used by which agencies that use the system.

The agencies that utilize CASM will designate an individual(s) to enter the data into the system. These people will be required to have user accounts created in CASM. An Administrative Manager for West Virginia has been identified and has the authority and responsibility to create user accounts.

If there are communication assets, such as a large regional trunked radio system, that many agencies use, this data should be entered early in the process so that the users that represent agencies using the system can link the agency to the radio system and identify how they use it, if the person that entered the radio system data did not already do so.

## 2.3 Data Entry through CAS

The method of data entry is through the CAS component of the CASM tool. The CAS website provides a series of forms in which to enter data about agencies, communication assets and how the agencies use these communication assets.

Data may be imported using several service in the areas listed below. Some data import templates may only be used in correlation with data first having been entered via the CAS data entry forms (e.g., the radio system definition must exist before its channels can be imported).

- Agencies
- Channels, as they are related to radio systems, agencies and/or radio caches
- Talk Groups, as they are related to radio systems, agencies and/or radio caches
- Structures, as they are related to radio systems
- Repeater / Base Stations as they are related to radio systems and structures
- Dispatch Centers
- Points of Contact

More information on the Data Import Services, including the templates and instructions can be found in the CAS help.

**NOTE: If you are using a Data Import Service be sure to review the data after it has been imported for accuracy. Also make sure all the information that is required in this SOP is entered into your agencies entries.**

## High-level Perspective on Data Organization

Figure 1 provides a high-level look at how data is organized in CASM.

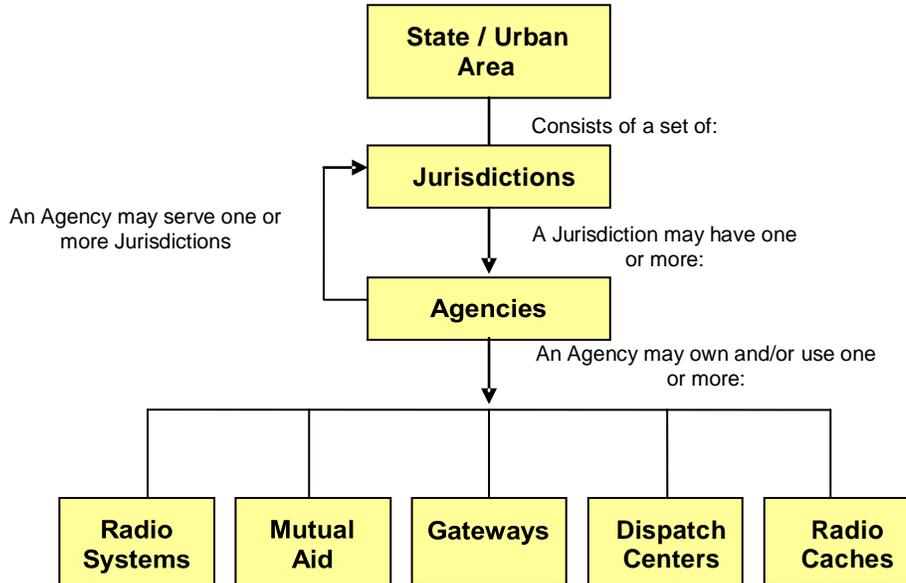


Figure 1: CASM Data Organization

The state/urban area and jurisdictions (counties, cities) that compose the state/urban area are created when the CASM tool is initiated for use by a state/urban area. A user typically represents one or more first responder / public safety agencies and enters data about the communication assets that their agency(s) own and use. The CASM tool encourages that data entry is not duplicated. For example, if one user enters all the data for a particular radio system, all the other users that represent agencies that use that radio system do not need to enter that data also. All they need to do is indicate or verify that their agency uses the previously defined radio system and indicate the channels or talk groups that they use on that system.

### 3. Maintenance

Each agency that enters data into CASM is also required to annually login to CASM and verify that all information is correct and up to date. If the information is incorrect then the agency is required to correct the incorrect information at that time. If all the information is correct for the agency then there is no further action required.

### Definitions

Definitions can be found at SIRN website under [Standard Operating Procedures](#) as SIRN Definitions.

### User Manual

User Manual can be found at SIRN website under [Downloads](#) as CASM User Manual.