
S.O.P. #: 400-05

SUBJECT: PHANTOM BOX SYSTEM

DIVISION: EMERGENCY OPERATIONS

Objective: To outline procedures for informing Fire Service personnel of future development planned for their respective districts, as well as maintaining the phantom box mapping system.

Section 1: Future Development

A. Future growth plats are received quarterly during the months of January, April, July and October from the Baltimore County Bureau of Land Development. Pertinent information is contained within these plats in reference to the following:

1. Proposed extension of existing roads, streets, etc.
2. Proposed new roads, streets, etc.
3. Proposed new hydrant installations.

B. When this information has been received, it is drawn on a Baltimore County Fire Department Future Growth Form and a copy of this information is distributed as follows:

1. First-due Division/Battalion Chief
2. All Engine and Truck Companies, Career and Volunteer, that would respond on incidents at this location up to and including the sixth alarm.
3. Division Chiefs
4. G.B.F. (Geographical Base File) Section of Communications.

NOTE: Copies of the aforementioned information for Volunteer Companies are sent to the District Liaison Representative for distribution.

C. Information from the plats is entered into the computer system by the G.B.F. staff prior to construction, and if this change never becomes a reality the information is removed.

Section 2: Street Mapping System

A. Streets, roads, etc., are not shown on phantom box maps until the streets, roads, etc., can be used by apparatus.

B. A physical survey of the area is completed and checked for the following:

1. Proper location of street or road in reference to intersections, etc.
2. Correct street name.

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3. Hydrant location in reference to intersection located at or address hydrant is in front of or behind, etc.
- C. Areas that are in need of change are identified from the following:
1. Plats received from the Bureau of Land Development.
 2. Plats received from Department of Public Works (hydrants-new/changes).
 3. Form #243 (Baltimore County Fire Department Phantom Box correction requisition received from stations).
- D. Information obtained through physical surveys will be compared with the information already computerized for this area and, if discrepancies are found, G.B.F. personnel are to verify the correct information.
- E. After maps are updated and reproduced, corrected maps are sent to suppression and support personnel.
- F. A written explanation of the corrections and/or changes will accompany each set of maps distributed.