

Creating a Premises Map for a Biosecurity Plan

The first step is to get an aerial map of your operation (steps described below). It can then be [labeled by hand](#) or [using a computer](#) (also described below).

Getting an Aerial View from Google Maps

*Google Maps is one example of aerial images provided free of charge online. There are others such as www.bing.com/maps and <https://zoom.earth>; use what works best for your operation. The steps below pertain to Google Maps.

1. Open an internet browser. Type in the URL: <https://www.google.com/maps>
2. Type in the address of your production site (address where the buildings are located, not home address—if different).
3. Click on the small box in the lower left that says “Satellite”
4. Zoom in so that you can visualize all barns and accessory structures once you see the satellite view. The entire site should still fit within the screen.
5. Find your site location on the map where the animals are located and click. A gray “pushpin” icon will appear. At the bottom of the screen, you will see the GPS coordinates in light gray below the location’s address. Copy this information to include in your premises map.
6. Go to your biosecurity plan in Microsoft Word, but keep the internet browser in Google Maps open behind Word. Click on “**Insert**” in the toolbar; click “**screenshot**,” click “**screen clipping**.” The browser will move to the front and be frosted. You can now use the mouse to select the area you want to copy into the word document.
7. Label the map with the following items and include a legend:



	Public road
	Line of Separation (LOS)
	LOS Access Point
	Vehicle cleaning and disinfection (C&D) station(s)
	Designated parking area
	Milk truck route to milk house
	Milk house
	Carcass disposal/pickup location
	Carcass removal pathways
	Deliveries (non-essential to the dairy)

Labeling Map By Hand

Use color pencils or pens to draw the lines, arrows, and shapes listed above on your map.

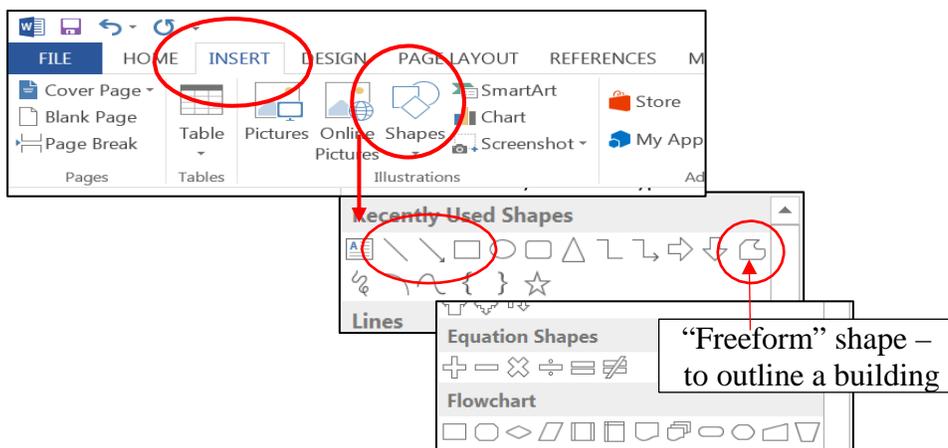
Here is an example of a completed map with legend:



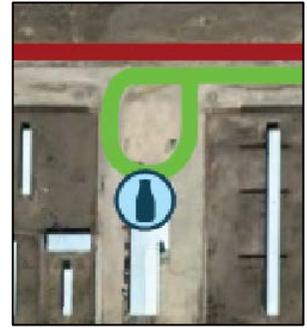
Labeling Map Using Computer

If Using Microsoft Word

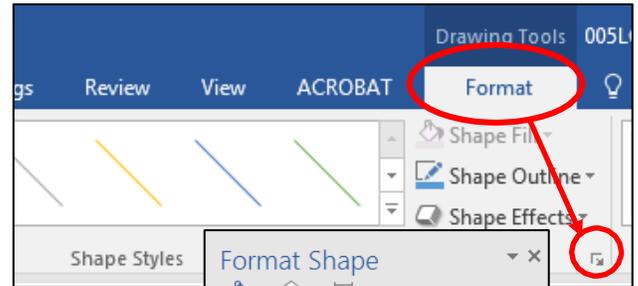
1. Use the **Insert:Shapes** from the control panel to place the various shapes and lines.



- Use the “Line” tool to make the LOS surrounding the farm. This allows for editing individual areas if the LOS was to change in the future. The “Freeform” tool is helpful to use in smaller, more complicated areas of the LOS (*example on right*), but will make it difficult to edit later and should only be used in stationary areas of your LOS.



- After you insert your first line, click the “Format” tab at the top of the page. Click the expander button in the “Shape Styles” section to expand your formatting pane to the right side of the page.
 - Use the “Format Shape” panel on the right to adjust the color and line width of your lines, arrows, and shapes.



- Copy the formatted line by selecting it and hitting “Ctrl + C” on your keyboard. Paste a new line (“Ctrl + V”), already formatted, next to the first one you created. Drag the ends of the lines to connect them at the appropriate locations.

- If you have a hard time seeing where to connect the separate lines, zoom in on your map using the zoom option at the bottom right of the word document.



Here is an example of a completed map with legend:

