

APPENDIX 3 TO THE BASIC PLAN

GLOSSARY

DEFINITIONS

A

Advisory – Information concerning potential disaster-causing destructive forces giving details on locations, intensity, and precautions that should be taken.

Agency – A division of government with a specific function offering a particular kind of assistance. In ICS, agencies are defined either as jurisdictional (having statutory responsibility for incident management) or as assisting or cooperating (providing resources or other assistance).

Agency Representative – A person assigned by a primary, assisting, or cooperating federal, state, local, or tribal government agency or private entity that has been delegated authority to make decisions affecting that agency's or organization's participation in incident management activities following appropriate consultation with the leadership of that agency.

American Red Cross (ARC) – A quasi-governmental agency largely for relief of suffering and welfare activities during war and disaster. The ARC operates under a Congressional charter and is supported by the people. Internationally, it operates under the Treaty of Geneva.

Applicant – A state or local government-making request for Federal assistance under the Disaster Relief Act.

Area Command (Unified Area Command) – An organization established (1) to oversee the management of multiple incidents that are each being handled by an ICS organization or (2) to oversee the management of large or multiple incidents to which several incident management teams have been assigned. Area command has the responsibility to set overall strategy and priorities, allocate critical resources according to priorities, ensure that incidents are properly managed, and ensure that objectives are

met and strategies followed. Area command becomes unified area command when incident are multi-jurisdictional. Area command may be established at an emergency operations center facility or at some location other than an incident command post.

Assessment – The evaluation and interpretation of measurements and other information to provide a basis for decision-making.

Assignments – Tasks given to resources to perform within a given operational period that are based on operational objectives defined in the incident action plan.

Assistant – Title for subordinates or principal command staff positions. The title indicates a level of technical capability, qualifications, and responsibility subordinate to the primary positions. Assistants may also be assigned to unit leaders.

Assisting Agency – An agency or organization providing personnel, services, or other resources to the agency with direct responsibility for incident management. See also “Supporting Agency”.

Available Resources – Resources assigned to an incident, checked in, and available for a mission assignment, normally located in a staging area.

Avoidance – To eliminate a hazard through measures such as relocation or prohibition of construction within an area susceptible to risk or danger or by other means.

B

Biological Agents – The FBI WMD Incident Contingency Plan defines biological agents as microorganisms or toxins from living organisms that have infectious or noninfectious properties that produce lethal or serious effects in plants and animals.

Branch – The organizational level having functional or geographical responsibility for major aspects of incident operations. A branch is organizationally situated between the section and the division or group in the operations section, and between the section and units in the logistics section. Branches are identified by the use of Roman numerals or by functional area.

C

Categorical Grant – A project-by-project grant for debris removal, repairs, reconstruction, etc., after a major disaster.

Census Tract - A nonpolitical geographical subdivision of no standard size, but within a city, town, country, or other political jurisdiction. It is used by the U.S. Bureau of the Census as a convenient and flexible unit for surveying and aggregating population, housing, and other demographic or economic statistics. In most instances, a tract corresponds to a Standard Location Area (SLA).

Chain of Command – A series of command, control, executive, or management positions in hierarchical order of authority.

Check-In – The process through which resources first report to an incident. Check-in locations include the incident command post, resources unit, incident base, camps, staging areas, or directly on the site.

Chemical Agents – The FBI WMD Incident Contingency Plan defines chemical agents as solids, liquids, or gases that have chemical properties that produce lethal or serious effects in plants and animals.

Chief – The ICS title for individuals responsible for management of functional sections: operations, planning, logistics, finance/administration, and intelligence (if established as a separate section).

Civil Air Patrol – Corporation created by Federal statute and established by law as a voluntary, civilian auxiliary of the United States Air Force. CAP has the major task of performing search and rescue missions.

Code of Federal Regulations – Title 44, refers to Emergency Management and Assistance and Homeland Security.

Command – The act of directing, ordering, or controlling by virtue of explicit statutory, regulatory, or delegated authority.

Command Staff – In an incident management organization, the command staff consists of the incident commander and the special staff positions of command staff public information officer, safety officer, liaison officer, and other positions as required, who report directly to the incident commander. They may have an assistant or assistants, as needed.

Common Operating Picture – A broad view of the overall situation as reflected by situation reports, aerial photography, and other information or intelligence.

Communications Unit – An organizational unit in the logistics section responsible for providing communication services at an incident or an EOC. A communications unit may also be a facility (e.g. a trailer or mobile van) used to support an incident communications center.

Comprehensive Emergency Management – An all-inclusive approach in combining the four phases of management. *Mitigation*: those activities, which eliminate or reduce the possibility of disaster. *Preparedness*: those activities which governments, organizations, and individuals develop to save lives and minimize damage. *Response*: to prevent the loss of lives and property and emergency assistance. *Recovery*: short and long-term activities, which return all systems to normal or improved standards.

Congregate Care Facilities – Public or private building in the host area that may be used to lodge and care for evacuees. Assigned space is approximately 40 square feet per person. The facility may or may not meet criteria for designation as “fallout shelter”.

Consequence Management – Addressing the effects of terrorist threats or incidents on people, property, and communities. It includes measures to protect public health and safety, restore essential government services, and provide emergency relief to governments, businesses, and individuals affected by the consequences of terrorism. In a WMD/NBC incident, consequence management includes emergency management missions as described in the National Response Plan (NRP).

Construction Practices – Codes, standards and specifications applicable to repairs, or to alterations or new construction of a facility or structure.

Contamination, Radiological – The deposit of radioactive material on the surfaces of structures, areas, objects or personnel following a nuclear explosion.

Contributions – Federal Financial Assistance, also called Matching Funds. These funds are provided by the Federal Government to match those provided by the State or Local government. They are used for the purchase of supplies, equipment, emergency operating centers, and training, and for the payment of personnel salaries, administrative expenses, and reimbursement of student expenses while attending authorized courses.

Cooperating Agency – An agency supplying assistance other than direct operational or support functions or resources to the incident management effort.

Coordinate – To advance systematically an analysis and exchange of information among principals who have or may have a need to know certain information to carry out specific incident management responsibilities.

Counterforce Targets – Places, which contain strategic offensive military forces. Such as, SAC Bomber Bases, ICBM Fields, Missile Submarine Support Bases.

Credible Threat – The FBI conducts an interagency threat assessment that indicates that the threat is credible and confirms the involvement of a WMD in developing terrorist incidents.

Crisis Management – “The law enforcement response to the causes of terrorist incidents, terrorists and their weapons.” It includes measures to identify, acquire, and plan for the use of resources needed to anticipate, isolate, prevent, and/or resolve a threat or act of terrorism. In an incident, a crisis management response may include traditional law enforcement missions (i.e. intelligence, surveillance, negotiations, forensics, investigations relating to apprehending the terrorist, etc.) and technical support missions (i.e. agent identification, search, disablement, transfer and disposal, and limited decontamination relating to the weapons.)

D

Damage Assessment – The appraisal or determination of the actual effects resulting from conventional or nuclear bombs or weapons.

Damage Classification – For the purpose of reporting damage assessments, damage to structures, or objects, (it) has been divided into three categories: **Severe Damage** – A degree of damage that precludes further use of the structure or object for its intended purposes without essentially complete reconstruction. **Moderate Damage** – A degree of damage to principal members that precludes effective use of the structure or objects for the intended purpose unless major repairs are made. **Light Damage** – A degree of damage to buildings resulting in broken windows, slight damage to roofing and siding, blowing down light interior partitions, and slight cracking of curtain walls. Damage, which does not prevent the use of equipment or installations for the purposes intended.

Damage Estimation – Forecasting the probable effects of enemy attack upon the human and material resources located in a specified area.

Decontamination, Radiological – The reduction or removal of contaminating radioactive material from a structure, area, object, or person.

Deputy – A fully qualified individual who, in the absence of a superior, can be delegated the authority to manage a functional operation or perform a specific task. In some cases, a deputy can act as relief for a superior and, therefore, must be fully qualified in the position. Deputies can be assigned to the incident commander, general staff, and branch directors.

Disaster – An occurrence threatening the health, safety, or property of a community or larger area. Types include manmade, natural, or war-related; such as nuclear attack, earthquakes, floods, drought, mine cave-ins, landslide, tornado, severe winter storm, wildfire, civil disorder, dam failure, hazardous materials incident (fixed facility or transportation), power failure, radiological incident (fixed facility or transportation), power failure, radiological incident (fixed facility or transportation), and urban fire, as well as many others.

Disaster Assistance Center – A local center following a major disaster, staffed by various state and federal agencies to provide assistance to individuals.

Dispatch – The ordered movement of a resource or resources to an assigned operational mission or an administrative move from one location to another.

Division – The partition of an incident into geographical areas of operation. Divisions are established when the number of resources exceeds the manageable span of control of the operations chief. A division is located within the ICS organization between the branch and resources in the operations section.

Dose – A quantity (total or accumulated) of ionizing (or nuclear radiation experienced by a person or an animal).

Dose Rate – The amount of ionizing (or nuclear) radiation to which an individual would be exposed, or which he/she would receive per unit of time.

Dosimeter – An instrument for measuring and registering total accumulated exposure to ionizing radiations.

E

Electromagnetic Pulse (EMP) – Energy radiated by nuclear detonation, which may affect or damage electronic components and equipment.

Emergency – Absent a Presidentially declared emergency, any incident(s), human-caused or natural, that requires responsive action to protect life or property. Under the Robert T. Stafford Disaster Relief and Emergency Assistance Act, an emergency means any occasion or instance for which, in the determination of the President, federal assistance is needed to supplement state and local efforts and capabilities to save lives and to protect property and public health and safety, or to lessen or avert the threat of a catastrophe in any part of the United States.

Emergency Alert System (EAS) – Consists of broadcast stations and interconnecting facilities, which have been authorized by the Federal Communications Commission to operate in a controlled manner during a war, state of public peril or disaster, or other

national emergency.

Emergency Operations Center (EOC) – The physical location at which the coordination of information and resources to support domestic incident management activities normally takes place. An EOC may be a temporary facility or may be located in a more central or permanently established facility, perhaps at a higher level of organization within a jurisdiction. EOCs may be organized by major functional disciplines (e.g. fire, law enforcement, and medical services), by jurisdiction (e.g. federal, state, regional, county, city, tribal), or some combination thereof.

Emergency Operations Plan (EOP) – The “steady-state” plan maintained by various jurisdictional levels for responding to a wide variety of potential hazards.

Emergency Public Information – Information that is disseminated primarily in anticipation of an emergency or during an emergency. In addition to providing situational information to the public, it also frequently provides directive actions required to be taken by the general public.

Emergency Response Provider – Includes federal, state, local, and tribal emergency public safety, law enforcement, emergency response, emergency medical (including hospital emergency facilities), and related personnel, agencies, and authorities. See Section 2 (6), Homeland Security Act of 2002, Pub. L. 107-296, 116 Stat. 2135 (2002). Also known as “Emergency Responder”.

Evacuation – Organized, phased, and supervised withdrawal, dispersal, or removal of civilians from dangerous or potentially dangerous areas, and their reception and care in safe areas.

Evacuee – The individual who is moved to a less hazardous area. Also, may be called a relocatee.

Event – A planned, non-emergency activity. ICS can be used as the management system for a wide range of events, e.g. parades, concerts, or sporting events.

Executive Order – A rule or order having the force of law, issued by an executive authority of a government.

F

Federal – Of or pertaining to the federal government of the United States of America.

Function – Function refers to the five (5) major activities in ICS: command, operations, planning, logistics, and finance/administration. The term “function” is also used when describing the activity involved, e.g. the planning function. A sixth function – intelligence – may be established, if required, to meet incident management needs.

G

General Staff – A group of incident management personnel organized according to function and reporting to the incident commander. The general staff normally consists of the operations section chief, planning section chief, logistics section chief, and finance/administration section chief.

Grant-in-Lieu – In a major disaster, the scope of work may include improvements.

Greenwich Mean Time - The solar time at the Greenwich Meridian. Also called ZULU time or Coordinated Universal Time.

Group – Established to divide the incident management structure into functional areas of operation. Groups are composed of resources assembled to perform a special function not necessarily within a single geographic division. Groups, when activated, are located between branches and resources in the operations section. See “Division”.

H

Hazards – Something that is potentially dangerous or harmful, often the root cause of an unwanted outcome.

Hazardous Material – Any substance or material a quantity or form which may be harmful or injurious to humans, domestic animals, wildlife, economic crops or property when released into the environment. Hazardous materials are classified as chemical, biological, radiological or explosive. *Chemical* – Toxic, corrosive or injurious substance because of inherent chemical properties and includes but is not limited to such items as

petroleum products, paints, plastics, acids, caustics, industrial chemicals, poisons, drugs, mineral fibers (asbestos). **Biological** – Microorganisms of associated products which may cause disease in humans, animals, or economic crops and includes pathogenic wastes from medical institutions, slaughterhouses, poultry processing plants, and the like; imported unprocessed wool fibers. **Radiological** – Any radioactive substance emitting ionizing radiation at a level to produce a health hazard. **Explosive** – Material capable of releasing energy with blast effect in a split second upon activation the released energy usually damages or destroys objects in close proximity to the blast.

Host Area – A specified area unlikely to experience direct weapons effects (blast of 2 psi or more, heat and initial nuclear radiation) from a nuclear attack and designate for reception and care of risk area evacuees.

I

Incident – An occurrence or event, natural or human-caused that requires an emergency response to protect life or property. Incidents can, for example, include major disasters, emergencies, terrorist attacks, terrorist threats, wild land and urban fires, floods, hazardous materials spills, nuclear accidents, aircraft accidents, earthquakes, hurricanes, tornadoes, tropical storms, war-related disasters, public health and medical emergencies, and other occurrences requiring an emergency response.

Incident Action Plan (IAP) – An oral or written plan containing general objectives reflecting the overall strategy for managing an incident. It may include the identification of operational resources and assignments. It may also include attachments that provide direction and important information for management of the incident during one or more operational periods.

Incident Command Post (ICP) – The field location at which the primary tactical-level, on-scene incident command functions are performed, the ICP may be collocated with the incident base or other incident facilities and is normally identified by a green rotating or flashing light.

Incident Command System (ICS) – A standardized on-scene emergency management construct specifically designed to provide for the adoption of an integrated organizational structure that reflects the complexity and demands of single or multiple incidents, without being hindered by jurisdictional boundaries. ICS is the combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure, designed to aid in the management of resources during incidents. It is used for all kinds of emergencies and is applicable to small as well as large and complex incidents. ICS is used by various jurisdictions and functional agencies, both public and private, to organize field-level incident management operations.

Incident Commander – The individual responsible for all incident activities, including the development of strategies and tactics and the ordering and the release of resources. The IC has overall authority and responsibility for conducting incident operations and is responsible for the management of all incident operations at the incident site.

Incident Management Team (IMT) – The IC and appropriate command general staff personnel assigned to an incident.

Incident Objectives – Statements of guidance and direction necessary for selecting appropriate strategy(s) and the tactical direction of resources. Incident objectives are based on realistic expectations of what can be accomplished when all allocated resources have been effectively deployed. Incident objectives must be achievable and measurable, yet flexible enough to allow strategic and tactical alternatives.

Initial Action – The actions taken by those responders first to arrive at an incident site.

Initial Response – Resources initially committed to an incident.

Intelligence Officer – The intelligence officer is responsible for managing internal information, intelligence, and operational security requirements supporting incident management activities. These may include information security and operational security activities, as well as the complex task of ensuring that sensitive information of all types (e.g. classified information, law enforcement sensitive information, proprietary

information, or export-controlled information) is handled in a way that not only safeguards the information, but also ensures that it gets to those who need access to it to perform their missions effectively and safely.

J

Joint Information Center (JIC) – A facility established to coordinate all incident-related public information activities. It is the central point of contact for all news media at the scene of the incident. Public information officials from all participating agencies should collocate at the JIC.

Joint Information System (JIS) – Integrates incident information and public affairs into a cohesive organization designed to provide consistent, coordinated, timely information during crisis or incident operations. The mission of the JIS is to provide a structure and system for developing and delivering coordinated interagency messages; developing, recommending, and executing public information plans and strategies on behalf of the IC; advising the IC concerning public affairs issues that could affect a response effort; and controlling rumors and inaccurate information that could undermine public confidence in the emergency response effort.

Jurisdiction – A range of sphere of authority. Public agencies have jurisdiction at an incident related to their legal responsibilities and authority. Jurisdictional authority at an incident can be political or geographical (e.g. city, county, tribal, state, or federal boundary lines) or functional (e.g. law enforcement, public health).

K

Key Worker – An individual whose skills or services are required to continue operation of vital facilities and activities that will provide goods and services to the relocated population and host county residents. To insure the continuance of the nation's production capabilities and preservation of the economic system.

L

Land Use Regulations – Includes zoning for purpose compatible with prudent hazard mitigation practices and both preventive and corrective restrictions on construction, repairs or alterations of facilities within specified areas. Preventive restrictions provide regulation of new land use such as use of high flood hazard areas for parks, farms and recreational areas. Corrective restrictions tend to address existing problems and include

flood proofing, property acquisition, insurance and removal of non-conforming uses.

Liaison – A form of communication for establishing and maintaining mutual understanding and cooperation.

Liaison Officer – A member of the command staff responsible for coordinating with representatives from cooperating and assisting agencies.

Local Government – A county, municipality, city, town, township, local public authority, school district, special district, intrastate district, council of governments (regardless of whether the council of governments is incorporated as a nonprofit corporation under state law), regional or interstate government entity, or agency or instrumentality of a local government; an Indian tribe or authorized tribal organization, or in Alaska a native village or Alaska Regional Native Corporation; a rural community, unincorporated town or village, or other public entity. See Section 2 (10), Homeland Security Act of 2002, Pub. L. 107-296, 116 Stat. 2135 (2002).

Local Warning Point – A facility in a city, town or community, which receives warnings and activates the public warning system in its area of responsibility.

Logistics – Providing resources and other services to support incident management.

Logistics Section – The section responsible for providing facilities, services, and material support for the incident.

M

Major Disaster – As defined under the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 USC 5122), a major disaster is any natural catastrophe (including any hurricane, tornado, storm, high water, wind-driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, or drought), or, regardless of cause, any fire, flood, or explosion, in any part of the United States, which in the determination of the President causes damage of sufficient severity and magnitude to warrant disaster assistance under this act to supplement the efforts and available resources of states, tribes, local governments, and disaster relief organizations in alleviating the damage, loss, hardship, or suffering caused thereby.

Management by Objective – A management approach that involves a four (4)-step process for achieving the incident goal. The “management by objective” approach includes the following: establishing overarching objectives; developing and issuing assignments, plans, procedures, and protocols; establishing specific, measurable objectives for various incident management functional activities and directing efforts to fulfill them, in support of defined strategic objectives; and documenting results to measure performance and facilitate corrective action.

Mitigation – The activities designed to reduce or eliminate risks to persons or property or to lessen the actual or potential effects or consequences of an incident. Mitigation measures may be implemented prior to, during, or after an incident. Mitigation measures are often informed by lessons learned from prior incidents. Mitigation involves ongoing actions to reduce exposure to, probability of, or potential loss from hazards. Measures may include zoning and building codes, floodplain buyouts, and analysis of hazard-related data to determine where it is safe to build or locate temporary facilities. Mitigation can include efforts to educate governments, businesses, and the public on measures they can take to reduce loss and injury.

Mobilization – The process and procedures used by all organizations (federal, state, local, and tribal) for activating, assembling, and transporting all resources that have been requested to respond to or support an incident.

Multi-Agency Coordination Entity – A multi-agency coordination entity functions within a broader multi-agency coordination system. It may establish the priorities among incidents and associated resource allocations, deconflict agency policies, and provide strategic guidance and direction to support incident management activities.

Multi-Agency Coordination System – Multi-agency coordination systems provide the architecture to support coordination for incident prioritization, critical resource allocation, communications systems integration, and information coordination. The components of multi-agency coordination systems include facilities, equipment, emergency operations centers (EOCs), specific multi-agency coordination entities, personnel, procedures, and communications. These systems assist agencies and organizations to fully integrate the

subsystems of the NIMS.

Multi-Jurisdictional Incident – An incident requiring action from multiple agencies that each have jurisdiction to manage certain aspects of an incident. In ICS, these incidents will be managed under unified command.

Mutual Aid Agreements – Written agreements between agencies and/or jurisdictions that they will assist one another on request, by furnishing personnel, equipment, and/or expertise in a specified manner.

N

National – Of a nationwide character, including the federal, state, local, and tribal aspects of governance and polity.

National Disaster Medical System – A cooperative, asset-sharing partnership between the US Department of Health and Human Services, the US Department of Veterans Affairs, the US Department of Homeland Security, and the US Department of Defense. NDMS provides resources for meeting the continuity of care and mental health services requirements of the Emergency Support Function 8 in the National Response Plan.

National Incident Management System (NIMS) – A system mandated by HSPD-5 that provides a consistent, nationwide approach for federal, state, local, and tribal governments; the private-sector; and nongovernmental organizations to work effectively and efficiently together to prepare for, respond to, and recover from domestic incidents, regardless of cause, size, or complexity. To provide for interoperability and compatibility among federal, state, local, and tribal capabilities, the NIMS includes a core set of concepts, principles, and terminology. HSPD-5 identifies that as the ICS; multi-agency coordination systems; training; identification and management of resources (including systems for classifying types of resources); qualification and certification; and the collection, tracking, and reporting of incident information and incident resources.

National Response Plan (NRP) – A plan mandated by HSPD-5 that integrates federal domestic prevention, preparedness, response, and recovery plans into one (1) all-discipline, all-hazards plan.

National Warning Center – The facility staffed by Attack Warning Officers situated within the combat operations center at NOAD Headquarters. Controls NAWAS when the Regional Warning Circuits are tied together.

National Warning System (NAWAS) – The Federal portion of the civil Defense Warning System, used for the dissemination of Warning and other emergency information from the warning Centers or Regions to Warning Points in each State.

Nongovernmental Organization – An entity with an association that is based on interests of its members, individuals, or institutions and that is not created by a government, but may work cooperatively with government. Such organizations serve a public purpose, not a private benefit. Examples of nongovernmental organizations include faith-based charity organizations and the American Red Cross.

Nuclear Radiation – Particulate and electromagnetic radiation emitted from atomic nuclei in various nuclear processes. The important nuclear radiations, from the weapons standpoint, are alpha and beta particles, gamma rays, and neutrons.

Nuclear Weapon – A general name given to any weapon in which the explosion results from the energy released by reactions involving atomic nuclei, either fission or fusion, or both.

O

On-Site Assistance – A community readiness survey process, involving Federal, State and local personnel, to determine the current operational readiness of a particular local jurisdiction, to identify deficiencies, and to develop a course of future actions that will maximize capabilities to conduct coordinated operations in extraordinary operations.

Operation – The process of applying resources to events to achieve specific objectives.

Operational Period – The time scheduled for executing a given set of operation actions, as specified in the incident action plan. Operational periods can be of various lengths, although usually not over 24 hours.

Operations Section – The section responsible for all tactical incident operations. In ICS, it normally includes subordinate branches, divisions, and/or groups.

P

Peacetime Disaster – Peacetime disaster includes the natural disasters as well as the explosions, nuclear accidents, aircraft crashes in populated areas, etc.

Personnel Accountability – The ability to account for the location and welfare of incident personnel. It is accomplished when supervisors ensure that ICS principles and processes are functional and that personnel are working within established incident management guidelines.

Planning Meeting – A meeting held as needed prior to and throughout the duration of an incident to select specific strategies and tactics for incident control operations and for service and support planning. For larger incidents, the planning meeting is a major element in the development of the incident action plan.

Planning Section – Responsible for the collection, evaluation, and dissemination of operational information related to the incident, and for the preparation and documentation of the incident action plan. This section also maintains information on the current and forecasted situation and on the status of resources assigned to the incident.

Preparedness – The range of deliberate, critical tasks and activities necessary to build, sustain, and improve the operational capability to prevent, protect against, respond to, and recover from domestic incidents. Preparedness is a continuous process. Preparedness involves efforts at all levels of government and between government and private sector and nongovernmental organizations to identify threats, determine vulnerabilities, and identify required resources. Within the NIMS, preparedness is operationally focused on establishing guidelines, protocols, and standards for planning, training and exercises, personnel qualification and certification, equipment certification, and publication management.

Preparedness Organizations – The groups and fora that provide interagency coordination for domestic incident management activities in a non-emergency context. Preparedness organizations can include all agencies with a role in incident

management, for prevention, preparedness, response, or recovery activities. They represent a wide variety of committees, planning groups, and other organizations that meet and coordinate to ensure the proper level of planning, training, equipping, and other preparedness requirements within a jurisdiction or area.

Presidential Declared Emergency – To avert or lessen the threat of major disaster.

Presidential Declared Major Disaster – Triggers the disaster relief act for state and local assistance.

Prevention – Actions to avoid an incident or to intervene to stop an incident from occurring. Prevention involves actions to protect lives and property. It involves applying intelligence and other information to a range of activities that may include such counter measures as deterrence operations; heightened inspections; improved surveillance and security operations; investigations to determine the full nature and source of the threat; public health and agricultural surveillance and testing processes; immunizations, isolation, or quarantine; and, as appropriate, specific law enforcement operations aimed at deterring, preempting, interdicting, or disrupting illegal activity and apprehending potential perpetrators and bringing them to justice.

Private Sector – Organizations and entities that are not part of any governmental structure. It includes for-profit and not-for-profit organizations, formal and information structures, commerce and industry, and private voluntary organizations.

Processes – Systems of operations that incorporate standardized procedures, methodologies, and functions necessary to provide resources effectively and efficiently. These include resource typing, resource ordering and tracking, and coordination.

Public Information Officer – A member of the command staff responsible for interfacing with the public and media or with other agencies with incident-related information requirements. A county-level public information officer may also be named to function from an activated EOC that supersedes the command staff public information officer.

Publications Management – The publications management subsystem includes materials development, publication control, publication supply, and distribution. The development and distribution of NIMS materials is managed through this subsystem. Consistent documentation is critical to success, because it ensures that all responders are familiar with the documentation used in a particular incident regardless of the location or the responding agencies involved.

Q

Qualification and Certification – This subsystem provides recommended qualification and certification standards for emergency responders and incident management personnel. It also allows the development of minimum standards for resources expected to have an interstate application. Standards typically include training, currency, experience, and physical and medical fitness.

R

Radiation Exposure Record – The card issued to individuals for recording their personal radiation exposure doses.

Radio Amateur Civil Emergency Service (RACES) – An emergency service designed to make efficient use of the reservoir of skilled radio amateurs throughout the Nation in accordance with approved civil defense communications plans. Many of the states and local governments have federally approved RACES communications plans whereby radio amateurs participating in these plans are permitted to operate during an emergency or emergency condition.

Radiological Monitor (RM) – An individual trained to measure, record, and report radiation dose and dose rates. Provide limited field guidance on radiation hazards associated with operations to which he/she is assigned; and perform operator's maintenance of radiological instruments.

Radiological Protection Program (RPP) – The organized effort, through warning, detection, and preventive and remedial measures, to minimize the effect of nuclear radiation on people and resources.

Reception Area – This refers to a location separate from staging areas, where resources report in for processing and out-processing. Reception areas provide accountability, security, situational awareness briefings, safety awareness, distribution of incident action plans, supplies and equipment, feeding, and bed down.

Recovery – The development, coordination, and execution of service and site-restoration plans; the reconstitution of government operations and services; individual, private-sector, nongovernmental, and public assistance programs to provide housing and to promote restoration; long-term care and treatment of affected persons; additional measures for social, political, environmental, and economic restoration; evaluation of the incident to identify lessons learned; post-incident reporting; and development of initiatives to mitigate the effects of future incidents.

Recovery Plan – A plan developed by a state, local, or tribal jurisdiction with assistance from responding federal agencies to restore the affected area.

Resources – Personnel and major items of equipment, supplies, and facilities available or potentially available for assignment to incident operations and for which status is maintained. Resources are described by kind and type and may be used in operational support or supervisory capacities at an incident or at an EOC.

Resource Management – Efficient incident management requires a system for identifying available resources at all jurisdictional levels to enable timely and unimpeded access to resources needed to prepare for, respond to, or recover from an incident. Resource management under the NIMS includes mutual aid agreements; the use of special federal, state, local, and tribal teams; and resource mobilization protocols.

Resources Unit – Functional units within the planning section responsible for recording the status of resources committed to the incident. This unit also evaluates resources currently committed to the incident, the effects additional responding resources will have on the incident, and anticipated resource needs.

Response – Activities that address the short-term, direct effects of an incident. Response includes immediate actions to save lives, protect property, and meet basic

human needs.

Response also includes the execution of emergency operations plans and of mitigation activities designed to limit the loss of life, personal injury, property damage, and other unfavorable outcomes. As indicated by the situation, response activities including applying intelligence and other information to lessen the effects or consequences of an incident; increased security operations; continuing investigations into nature and source of the threat; ongoing public health and agricultural surveillance and testing processes; immunizations, isolation, or quarantine; law enforcement operations aimed at preempting, interdicting, or disrupting illegal activity, and apprehending actual perpetrators and bringing them to justice.

S

Safety Officer – A member of the command staff responsible for monitoring and assessing safety hazards or unsafe situations and for developing measures for ensuring personnel safety.

Section – The organizational level having responsibility for a major functional area of incident management, e.g. operations, planning, logistics, finance/administration, and intelligence (if established). The section is organizationally situated between the branch and the incident commander.

Shelter Facility – A building or subsurface enclosure, other than a single family dwelling, which contains fallout shelter meeting fallout shelter criteria.

Span of Control – The number of individuals a supervisor is responsible for, usually expressed as the ratio of supervisors to individuals. (Under the NIMS, an appropriate span of control is between 1:3 and 1:7.)

Staging Area – Location established where resources can be placed while awaiting a tactical assignment. The operations section manages staging areas.

State – When capitalized, refers to any state of the United States, the District of Columbia, the Commonwealth of Puerto Rico, the Virgin Islands, Guam, American Samoa, the Commonwealth of the Northern Mariana Islands, and any possession of the

United States. See Section 2 (14), Homeland Security Act of 2002, Pub. L. 107-296, 116 Stat. 2135 (2002).

Statement – Information on developing severe weather, which has occurred or is in existence, which is disseminated to clarify rumors.

Strategic – Strategic elements of incident management are characterized by continuous long-term, high-level planning by organizations headed by elected or other senior officials. These elements involve the adoption of long-range goals and objectives, the setting of priorities; the establishment of budgets and other fiscal decisions; policy development; and the application of measures of performance or effectiveness.

Strike Team – A set number of resources of the same kind and type that have an established minimum number of personnel.

Strategy – The general direction selected to accomplish incident objectives set by the incident commander.

Supporting Technologies – Any technology that may be used to support the NIMS is included in this subsystem. These technologies include orthophoto mapping, remote automatic weather stations, infrared technology, and communications, among various others.

T

Task Force – Any combination of resources assembled to support a specific mission or operational need. All resource elements within a task force must have common communications and a designated leader.

Technical Assistance – Support provided to state, local, and tribal jurisdictions when they have the resources but lack the complete knowledge and skills needed to perform a required activity (such as mobile-home park design and hazardous material assessments).

Terrorism – Under the Homeland Security Act of 2002, terrorism is defined as activity that involves an act dangerous to human life or potentially destructive of critical

infrastructure or key resources and is a violation of the criminal laws of the United States or of any state or other subdivision of the United States in which it occurs and is intended to intimidate or coerce the civilian population or influence a government or affect the conduct of a government by mass destruction, assassination, or kidnapping. See Section 2 (15), Homeland Security Act of 2002, Pub. L. 107-296, 116 Stat. 2135 (2002).

Threat – An indication of possible violence, harm, or danger.

Tools – Those instruments and capabilities that allow for the professional performance of tasks, such as information systems, agreements, doctrine, capabilities, and legislative authorities.

Traffic Control Points – Places along evacuation routes that are manned by law enforcement personnel. To direct and control movement to and from the area that is being evacuated.

Tribal – Any Indian tribe, band, nation, or other organized group or community, including any Alaskan Native Village as defined in or established pursuant to the Alaskan Native Claims Settlement Act (85 stat. 688) [43 USCA and 1601 et.seq.], that is recognized as eligible for the special programs and services provided by the United States to Indians because of their status as Indians.

Type – A classification of resources in the ICS that refers to capability. Type 1 is generally considered to be more capable than types 2, 3, or 4, respectively, because of size; power; capacity; or, in the case of incident management teams; experience and qualifications.

U

Unified Area Command – A unified area command is established when incidents under an area command are multi-jurisdictional. See “Area Command”.

Unified Command – An application of ICS used when there is more than one (1) agency with incident jurisdiction or when incidents cross political jurisdictions. Agencies work together through the designated members of the unified command, often the senior

person from agencies and/or disciplines participating in the unified command, to establish a common set of objectives and strategies and a single incident action plan.

Unit – The organizational element having functional responsibility for a specific incident planning, logistics, or finance/administration activity.

Unity of Command – The concept by which each person within an organization reports to one and only one designated person. The purpose of unity of command is to ensure unity of effort under one responsible commander for every objective.

V

Volunteer – For purposes of the NIMS, a volunteer is any individual accepted to perform services by the lead agency, which has authority to accept volunteer services, when the individual performs services without promise, expectation, or receipt of compensation for services performed. See, e.g., 16 USC 742f(c) and 29 CFR 553.101.

W

Warning - The alerting of civil defense forces and the public to the threat of extraordinary danger and the related effects of both the enemy caused and natural disorders.

Warning Point - A facility that receives warnings and other emergency information over NAWAS and relays this information in accordance with State and local plans.

Watch – An announcement indicating that conditions are such that a specific type of destructive force may develop.

Weapon of Mass Destruction – Title 18, U.S.C. 2332a, defines a weapon of mass destruction as (1) any destructive device as defined in Section 921 of this title, [which reads] any explosive, incendiary, or poison gas, bomb, grenade, or rocket having a propellant charge of more than four (4) ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine or device similar to the above; (2) poison gas; (3) any weapon involving a disease organism; or (4) any weapon that is designed to release radiation or radioactivity at a level dangerous to human life.

Y

Yield – The total effective energy released in a nuclear explosion. It is usually expressed in terms of the equivalent tonnage of TNT required to produce the same energy release in an explosion. The total energy yield is manifested as nuclear radiation, thermal radiation, and shock (and blast) energy. The actual distribution being dependent upon the medium in the explosion occurs (primarily) and also upon the type of weapon and the time after detonation.

Z

Zulu (Z) Time – Greenwich Mean Time

ACRONYMS

1. AFRCC Air Force Rescue Coordination Center
2. ALS Advanced Life Support
3. ARC American Red Cross
4. ARRS Aerospace Response & Recovery Services
5. BOE Board of Education
6. CAP Civil Air Patrol
7. CEO Chief Executive Officer
8. CMTF Crisis Management Task Force
9. CO Communications Officer
10. DAC Disaster Assistance Centers
11. DOC Department Operations Center
12. DPS Department of Public Safety
13. EAS Emergency Alert System
14. ECC Emergency Communication Center
15. EMAC Emergency Management Assistance Compact
16. EMP Electromagnetic Pulse
17. EMS Emergency Medical Service
18. EOC Emergency Operations Center
19. EOP Emergency Operations Plan
20. EPI Emergency Public Information
21. FAA Federal Aviation Administration

22. FBI	Federal Bureau of Investigation
23. FEMA	Federal Emergency Management Agency
24. FOG	Field Operations Guide
25. GIS	Geographic Information System
26. HAZMAT	Hazardous Materials
27. HSPD-5	Homeland Security Presidential Directive-5
28. IAP	Incident Action Plan
29. IC	Incident Commander
30. ICAO	International Civil Aviation Organization
31. ICP	Incident Command Post
32. ICS	Incident Command System
33. IEMS	Integrated Emergency Management System
34. IFLOWS	Integrated Flood Observing & Warning System
35. IMT	Incident Management Team
36. JIC	Joint Information Center
37. JIS	Joint Information System
38. LNO	Liaison Officer
39. MSDS	Materials Safety Data Sheet
40. NAERG	North American Emergency Response Guidebook
41. NAWAS	National Warning System
42. NDMS	National Disaster Medical System
43. NGO	Nongovernmental Organization
44. NIMS	National Incident Management System
45. NRP	National Response Plan
46. NWS	National Weather Service
47. OES	Office of Emergency Services
48. OG	Operating Guidelines
49. ORM	Other Radiological Materials
50. PFR	Protection Factor Rating
51. PIO	Public Information Officer (County or Command Staff)
52. POLREP	Pollution Report
53. PVO	Private Voluntary Organization
54. R&D	Research and Development
55. RESTAT	Resources Status

56. ROC	Regional Operations Center
57. ROSS	Resource Ordering and Status System
58. SAR	Search and Rescue
59. SARA	Superfund Amendment & Reauthorization Act
60. SCBA	Self Contained Breathing Apparatus
61. SEOC	State Emergency Operations Center
62. SERC	State Emergency Response Commission
63. SITREP	Situation Report
64. SO	Safety Officer
65. TAG	The Adjutant General
66. UC	Unified Command or Unified Commander
67. USAR	Urban Search and Rescue
68. USDHS	US Department of Homeland Security
69. VHF	Very High Frequency
70. VLF	Very Low Frequency
71. WC	Warning Coordinator
72. WEAPON	West Virginia Automated Police Network
73. WMD	Weapons of Mass Destruction
74. WVDHSEM	West Virginia Division of Homeland Security and Emergency Management
75. WVDNR	West Virginia Department of Natural Resources
76. WVEOP	West Virginia Emergency Operations Plan
77. WVSP	West Virginia State Police