

# Tabs

# Tab 1 Sample Local Emergency Proclamation

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## **AUTHORITY**

Whereas, Miami County, Ohio has been or is immediately threatened by a natural/man made/technological hazard and/or attack, and; Whereas, a state of emergency has been declared by the Miami County Board of County Commissioners and/or the Governor of the State of Ohio and/or President of the United States;

Now, therefore, we, the \_\_\_\_\_, declare that a state of emergency exists in the county and that we hereby invoke and declare those portions of the Ohio Revised Code (ORC) which are applicable to the conditions, and have caused the issuance of this proclamation to be in full force and effect in the county for the exercise of all necessary emergency authority for protection of the lives and property of the people of Miami County and the restoration of local government with a minimum of interruption. Reference is hereby made to all appropriate laws, statutes, ordinances, and resolutions, and particularly to Section 5502 of the ORC. All public offices and employees of \_\_\_\_\_ are hereby directed to exercise the utmost diligence in the discharge of duties required of them for the duration of the emergency and in execution of emergency laws, regulations and directives, state and local.

All citizens are called upon and directed to comply with necessary emergency measures, to cooperate with public officials and disaster services forces in executing emergency operational plans, and to obey and comply with the lawful direction of properly identified officers. All operating forces will direct their communications and requests for assistance and operations directly to the Emergency Operations Center (EOC).

In witness, whereof, we have hereunto set our hand this day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
*Elected Official*

# Tab 2 Incident Command Essential Elements of Information Form

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Incident Date: \_\_\_\_\_

TIME AS OF: \_\_\_\_\_

Submitted By: \_\_\_\_\_

Date/Time: \_\_\_\_\_

<b>24-Hour Point of Contact for Incident</b>	<b>24-Hour Point of Contact for EMA</b>
<b>Name:</b>	<b>Name:</b> Miami County EMA
<b>Title:</b>	<b>Title:</b> Director
<b>24-Hour Phone Number:</b>	<b>24 Hour Phone Number:</b> 937-308-9570
<b>24-Hour Email:</b>	<b>24 Hour Email:</b> EOC@miamicountyohio.gov

### Incident Details

- Location (Full Address or Jurisdiction):
- Incident type:
- Time of occurrence:
- Severity trend (Up, Stable, Down):

### First Responder Details

- Fatalities: **As of:**
- Injuries: **As of:**
- Missing: **As of:**
- Mutual Aid Activated (Y/N):
- Incident Command Post (Full Address):
- Communications Radio Channel (FG3, ECOMM9, EMAOHSW, ETC.):

### **Civilian Impacts**

- Fatalities: **As of:**
- Injuries: **As of:**
- Missing: **As of:**
- Search and (Rescue/Recovery) (Y/N)(Agency Conducting):
- Evacuations (Y/N)(Geographic Location):
- Shelter-In-Place (Y/N)(Geographic Location):
- Shelters (Y/N)(Full Address):
- Family Assistance Center (Y/N)(Full Address):
- Family Reunification Center (Y/N)(Full Address):

### **Infrastructure Impacts**

- Structure type (Residential, Industrial, Bridge, Dam, ETC.):
- Roadways (Road Closures):
- Utilities (Electric, Gas, Water, ETC.):
- Communications:
- Medical Facilities:

### **Resource Requests**

- Mission/Resource:
- When do you need it by:
- How long do you need it for:
- Location of delivery (Full Address):
- 24-Hour Point of Contact for recipient (Name/Number/Email):
- 24-Hour Point of Contact for provider (Name/Number/Email):
- How long until request expires (Date/Time):

# Tab 3 Impacted Jurisdiction Incident Status Report

Local Jurisdictions are requested to submit this to EMA within 24 hours of an incident to [EOC@MiamiCountyOhio.gov](mailto:EOC@MiamiCountyOhio.gov)

Jurisdiction Name:
Name/Title of Official Submitting Report:
Current Date and Time:
24 Hour Phone Number:
24 Hour Email:

## Incident Details

Incident Type:
Location / Impacted Area:
Road closures:

## Impacts

Estimated casualties:
Estimated number of residential properties affected:
Estimated number of businesses affected:
Critical infrastructure damaged:

Roads and bridges

Utilities (gas, electric, water)

Communications

Medical facilities

Government buildings

Fire and Police Station

### **Significant Activities**

#### **Ongoing activities (give location where applicable):**

Search and Rescue

Debris Collection

Evacuation

Sheltering

Family Assistance Center

Family Reunification Center

Supply Distribution

Local Operations Center

#### **Planned activities next 24 hours:**

### Assistance Needed

Anticipated assistance needed by your jurisdiction including where and when assistance is needed and the Point of Contact. Requests can be for Information (data or guidance), Resources (assets or supplies), or Missions (task or activity).

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<b>Travel</b>				
Departure Date:			Return Date:	
(A) Estimated Transportation Costs:		(B) Estimated Meals Cost:		(C) Estimated Lodging Costs:
Total Estimated Travel Costs (Sum of A, B, C):				\$
<b>Equipment Description (Attach additional sheet if needed):</b>				
Total Estimated Equipment Costs:				\$
Total Estimated Deployment Costs (Sum of Personnel, Travel and Equipment Costs):				\$
Authorized Representative Name and Title:				
Authorized Representative Signature				

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## Tab 5 Acronyms

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1. AAR – After Action Report
2. AC – Area Command
3. AEC – Agency Emergency Coordinators
4. ALS – Advanced Life Support
5. ARC – American Red Cross
6. ARES – Amateur Radio Emergency Services
7. ASC – Administrative Support Coordinator
8. ASCS – Agricultural Stabilization and Conservation Service
9. BOE – Board of Education
10. CAP – Civil Air Patrol
11. CDC – Center for Disease Control
12. CEO – Chief Executive Official
13. CERCLA – Comprehensive Environmental Response, Compensation, and Liability Act
14. CERT – Community Emergency Response Team
15. CFR – Code of Federal Regulations
16. CHEMTREC – Chemical Transportation Emergency Center
17. CMTF – Crisis Management Task Force
18. CO – Communications Officer
19. CTO – Communications Task Force
20. DAC – Damage Assessment Center
21. DAS – Damage Assessment Section
22. DFO – Disaster Field Office
23. DHHR – Department of Health and Human Resources
24. DHS – Department of Homeland Security
25. DMAT – Disaster Medical Assistance Team
26. DMORT – Disaster Mortuary Operational Response Team
27. DNR – Department of Natural Resources, Ohio
28. DOC – Department Operations Center
29. DOD – Department of Defense
30. DOE – Department of Energy
31. DOL – Department of Labor

32. DOT – Department of Transportation
33. DOT ERG – Department of Transportation Emergency Response Guide
34. DRC – Disaster Recovery Center
35. EAS – Emergency Alert System
36. EHS – Extremely Hazardous Substances
37. EMA – Emergency Management Agency
38. EMAC – Emergency Management Assistance Compact
39. EMS – Emergency Medical Services
40. EMT – Emergency Medical Technician
41. EOC – Emergency Operations Center
42. EOP – Emergency Operations Plan
43. EPA – Environmental Protection Agency
44. EPCRA – Emergency Planning and Community Right-To-Know Act
45. EPI – Emergency Public Information
46. EPM – Emergency Program Manager
47. EPZ – Emergency Planning Zones
48. ERT – Emergency Response Team
49. ESF – Emergency Support Function
50. FBI – Federal Bureau of Investigation
51. FBI OSC – Federal Bureau of Investigation On-Scene Commander
52. FCO – Federal Coordinating Officer
53. FEMA – Federal Emergency Management Agency
54. FIRM – Flood Insurance Rate Map
55. FOG – Field Operations Guide
56. FSA – Farm Service Agency
57. FSC – Fire Service Coordinator
58. FTS – Federal Telecommunications System
59. GAR – Governor’s Authorized Representative
60. GIS – Geographical Information System
61. HAZMAT – Hazardous Materials
62. HAZWOPER – Hazardous Waste Operation and Emergency Response Standard
63. HSEEP – Homeland Security Exercise Evaluation Program
64. HSO – Homeland Security Officer
65. HSOC – Homeland Security Operations Center

66. HSPD – Homeland Security Presidential Directive
67. IAP – Incident Action Plan
68. IC – Incident Commander
69. ICP – Incident Command Post
70. ICS – Incident Command System
71. IEMS – Integrated Emergency Management System
72. IMT – Incident Management Teams
73. JFO – Joint Field Office
74. JIC – Joint Information Center
75. JIS – Joint Information System
76. JOC – Joint Operations Center
77. JPIC – Joint Public Information Center
78. JTTF – Joint Terrorism Task Force
79. LEADS – Law Enforcement Automated Data System
80. LEERN – Law Enforcement Emergency Radio Net
81. LEPC – Local Emergency Planning Committee
82. LNO – Liaison Officer
83. MCCC – Miami County Communications Center
84. MCEMA – Miami County Emergency Management Agency
85. MOA – Memorandum of Agreement
86. MCC – Mass Care Coordinator
87. MCL – Mass Care Liaison
88. Mhz – Megahertz
89. MOU – Memorandums of Understanding
90. MSDS – Materials Safety Data Sheet
91. NAWAS – National Warning System
92. NBC – Nuclear, Biological, and Chemical
93. NCS – National Communications System
94. NCTC – National Counterterrorism Center
95. NDMS – National Disaster Medical System
96. NEOC – National Emergency Operations Center
97. NGO – Nongovernmental Organization
98. NIC – National Integration Center
99. NIMS – National Incident Management System

- 100. NOAA – National Oceanic and Atmospheric Administration
- 101. NORAD – North American Aerospace Defense Command
- 102. NPP – National Protection Plan
- 103. NRC – Nuclear Regulatory Commission
- 104. NRP – National Response Plan
- 105. NRT – National Response Team
- 106. NWS – National Weather Service
- 107. OHARG – Ohio Army National Guard
- 108. ODH – Ohio Department of Health
- 109. ODNR – Ohio Department of Natural Resources
- 110. ODOT – Ohio Department of Transportation
- 111. ODP – Office of Domestic Preparedness
- 112. OEMA – Ohio Emergency Management Agency
- 113. OEPA – Ohio Environmental Protection Agency
- 114. OEOC – Ohio Emergency Operations Center
- 115. OEOP – Ohio Emergency Operations Plan
- 116. OFDA-MRT – Ohio Funeral Directors Association Mortuary Response Team
- 117. OG – Operating Guidelines
- 118. ONP – Office of National Preparedness
- 119. OP – Operation Plan
- 120. ORC – Ohio Revised Code
- 121. OSC – On-Scene Coordinator
- 122. OSHA – Occupational Safety and Health Administration
- 123. OSHP – Ohio State Highway Patrol
- 124. PDA – Preliminary Damage Assessment
- 125. PDD – Presidential Decision Directive
- 126. PIO – Public Information Officer
- 127. POLREPS – Pollution Reports
- 128. PPE – Personal Protective Equipment
- 129. PPP – Population Protection Planning
- 130. PSAP – Public Safety Answering Point
- 131. PUCO – Public Utilities Commission of Ohio
- 132. RACES – Radio Amateur Civil Emergency Service
- 133. R&D – Research and Development

134. RCRA – Resource Conservation and Recovery Act
135. RDD – Radiological Dispersion Devices
136. RDO – Radiological Defense Officer
137. RERP – Radiological Emergency Response Plan
138. RESTAT – Resource Status
139. RIMC – Radiological Instrument Maintenance & Calibration
140. RM – Resource Management
141. ROC – Regional Operations Center
142. ROSS – Resource Ordering and Status System
143. RP – Radiological Protection
144. RPP – Radiological Protection Plan
145. RRT – Regional Response Team
146. SAC – Special Agent in Charge
147. SAR – Search and Rescue
148. SARA – Superfund Amendments and Reauthorization Act
149. SCO – State Coordinating Officer
150. SDO – Standard Development Organizations
151. SEB – State Emergency Board
152. SEOC – State Emergency Operations Center
153. SERC – State Emergency Response Committee
154. SITREPS – Situation Reports
155. SO – Safety Officer
156. SOG – Standard Operations Group
157. SOP – Standard Operating Plan
158. SSRA – Supervisory Senior Resident Agent
159. TAT – Threat Assessment Team
160. TCP – Tactical Command Post
161. TMT – Threat Management Team
162. TO – Tasked Organization
163. UAC – Unified Area Command
164. UC – Unified Command
165. UHF – Ultrahigh Frequency
166. USACE – U.S. Army Corps of Engineers
167. USCG – U.S. Coast Guard

- 168. USDA – U.S. Department of Agriculture
- 169. USEPA – United State Environmental Protection Agency
- 170. US&R – Urban Search and Rescue
- 171. USPHD – United States Public Health Department
- 172. VHF – Very High Frequency
- 173. VLF – Very Low Frequency
- 174. WC – Warning Coordinator
- 175. WMD – Weapons of Mass Destruction

# Tab 6 Glossary

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## A

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

Agency: Any administrative or operational division, including an office, department, bureau, board, commission, or authority, of the state or of a political subdivision thereof, including volunteer agencies, organizations, or departments.

Allocation (General) (Community Shelter Planning): The process of allocating areas of population to areas of shelter concentration.

Allocation (Specific) (Community Shelter Planning): The process of allocating geographically defined areas of population to a specific shelter facility or group of shelter facilities.

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

Annex: As used in this plan, an element that is devoted to one function of emergency operations and describes the county's approach to operating in that activity in response to emergencies.

Appendix: Attachment to an annex providing technical information, details, methods, and/or hazard specific procedures to that annex.

Area Command: Established either to oversee the management of multiple incidents that are each being handled by a separate ICS organization or to oversee the management of a very large incident that involves multiple ICS organizations.

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

Attack: Any attack, either actual or imminent, or a series of attacks by an actual or potential enemy of the United States or by a foreign nation upon the United States that causes or may cause substantial damage to or destruction of life, property, or the environment within the United States or that is designed to injure the military or economic strength of the United States. "Attack" includes, without limitation, acts of sabotage, acts of terrorism, invasion, the use of bombs or shellfire, conventional, nuclear, chemical, or biological warfare, and the use of other weapons or processes.

Attack Warning: A civil defense warning that an actual attack against this country has been detected.

Available Resources: Resources assigned to an incident, checked in, and available for a mission assignment, normally located in a Staging Area.

Awareness: The continual process of collecting, analyzing, and disseminating intelligence, information, and knowledge to allow organizations and individuals to anticipate requirements and to react effectively.

## 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.

Branches: 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.

Bulletin: A public release made between advisories which give the latest details on a destructive force.

## C

Casualty: Any person who is declared dead or is missing, ill, or injured.

Census Tract: A nonpolitical, geographical subdivision of no standard size, but within a city, town, county, or other political jurisdiction; it is used by the U.S. Bureau of Census as a convenient and flexible unit for surveying and aggregating population, housing, and other demographic or economic statistics. Usually, a tract corresponds to Standard Location Area.

Chain of Command: The orderly line of authority within the ranks of the incident management organization.

Check-In: All responders, regardless of agency affiliation, must report in to receive an assignment in accordance with the procedures established by an incident commander.

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 plant and animals.

Civil Defense: " An integral part of emergency management that includes all those activities and measures designed or undertaken to minimize the effects upon the civilian population caused or that would be caused by any hazard and to effect emergency repairs to, or the emergency restoration of, vital equipment, resources, supplies, utilities, and facilities necessary for survival and for the public health, safety, and welfare that would be damaged or destroyed by any hazard. "Civil defense" includes, but is not limited to:

(1) Those measures to be taken during a hazard, including all of the following:

- (a) The enforcement of those passive defense regulations necessary for the protection of the civilian population and prescribed by duly established military or civil authorities;
- (b) The evacuation of personnel to shelter areas;
- (c) The control of traffic and panic situations;
- (d) The control and use of emergency communications, lighting, and warning equipment and systems.

(2) Those measures to be taken after a hazard has occurred, including all of the following:

- (a) Activities necessary for firefighting, rescue, emergency, medical, health, and sanitation services;
- (b) Monitoring for secondary hazards that could be caused from the initiating event;
- (c) Damage assessment and disaster analysis operations;
- (d) Coordination of disaster assistance programs;
- (e) Monitoring for effects from weapons;
- (f) Unexploded bomb reconnaissance;
- (g) Essential debris clearance;
- (h) Decontamination operations;
- (i) Documentation of operations and financial expenses;
- (j) Resource control;
- (k) Any other activities that may be necessary for survival and the overall health, safety, and welfare of the civilian population

Chief Executive Official: The official of the community who, is charged with authority to implement and administer laws, ordinances, and regulations for the community. Specifically, this refers to the president of the United States, the governor of the state, the board of county commissioners, the board of township trustees, or the mayor or city manager of any municipal corporation.

Code of Federal Regulations: Title 44 refers to Emergency Management and Assistance.

Command Staff: In an incident management organization, the Command Staff consists of the Incident Command and the special staff positions of 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.

Command Post: An incident command facility located at a safe distance from an emergency site where the on-scene coordinator, responders, and technical representatives can make response decisions, deploy manpower and equipment, maintain liaison with media, and handle communications.

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.

Congregate Care Facilities: Public or private buildings in host areas that may be used to lodge and care for evacuees. Generally, assigned space is approximately 40 square feet per person. The facility may or may not meet criteria for designation as “fallout shelter”.

Consequence Management: Predominantly an emergency management function and included 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. The requirements of consequence management and crisis management are combined in the NRP.

Contamination: The deposit of radioactive material on the surfaces of structures, areas, objects, or personnel following a nuclear explosion. This material generally consists of fallout in which fission products and other weapon debris have become incorporated with particles of dirt, etc. Contamination can also occur from the radioactivity induced in certain substances by the action neutrons from a nuclear explosion.

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.

Credible Threat: A threat that passes an FBI interagency assessment for authenticity. This term is usually used within the context of a terrorist incident.

Crisis Counseling: The application of individual and group treatment procedures which are designed to ameliorate the mental and emotional crises and their subsequent psychological and behavioral conditions resulting from a major disaster or its aftermath.

Crisis Management: Predominantly a law enforcement function and included measures to identify, acquire, and plan the use of resources needed to anticipate, prevent, and resolve a threat or act of terrorism.

Critical Infrastructures: Systems and assets, whether physical or virtual, so vital to the United States that the incapacity or destruction of such systems and assets would have a debilitating impact on security, national economic security, national public health or safety, or any combination of those matters.

## D

Damage Assessment: The appraisal or determination of the actual effects resulting from any hazard affecting Miami County.

Decontamination: The reduction or removal of contaminate from a structure, object, or person.

Department of Homeland Security (DHS): – A government agency that provides investigation services for and protection services against threats to the United States of America.

Disaster Assistance Center (DAC): A local center established following a major disaster, staffed by various state and federal agencies to provide assistance to individuals.

Disaster: Any imminent threat or actual occurrence of widespread or severe damage to or loss of property, personal hardship or injury, or loss of life that results from any natural phenomenon or act of a human.

Disaster Field Office: The office established in or near the designated area of a Presidentially declared major disaster to support Federal and State response and recovery operations. The DFO houses the FCO and ERT, and where possible, the SCO and support staff.

Disaster Recovery Center: Places established in the area of a Presidential declared major disaster, as soon as practicable, to provide victims the opportunity to apply in person for assistance and/or obtain information relating to that assistance. DRCs are staffed by local, state, and federal agency representatives, as well as staff from volunteer organizations (e.g., the ARC).

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 animal.

Dose Rate: As a general rule, 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.

Dosimeter Charger: An instrument used to reset a dosimeter to a beginning or zero reading.

## E

(G)

(H)

Electromagnetic Pulse (EMP): Energy radiated by nuclear detonation that may affect or damage electronic components and equipment.

Emergency: An occurrence or threat of occurrence which can impair public health and/or safety, or result in injury, damage or loss of life which calls for immediate action. An emergency may be minor or of such magnitude as to constitute a disaster. Except as provided in section [5502.41](#) of the Ohio Revised Code, "emergency" means any period during which the congress of the United States or a chief executive has declared or proclaimed that an emergency exists.

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, as provided by the Emergency Alert System Plan.

Emergency management: Includes all emergency preparedness and civil defense activities and measures, whether or not mentioned or described in sections [5502.21](#) to [5502.51](#) of the Ohio Revised Code, that are designed or undertaken to minimize the effects upon the civilian population caused or that could be caused by any hazard and that are necessary to address mitigation, emergency preparedness, response, and recovery.

Emergency Management Assistance: Federal matching funds to state and local agencies for personnel and administrative expenses.

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): A brief, clear and concise documented description of action to be taken or instructions to all individuals and local government services concerned, stating what will be done in the event of an anticipated emergency. The plan will state the method for taking coordinated action to meet the needs of the situation. It will state the action to be taken by whom, what, when and where based on predetermined assumptions, objectives and capabilities.

Emergency preparedness: An integral part of emergency management that includes those activities and measures designed or undertaken in preparation for any hazard, including, but not limited to, natural disasters and hazards involving hazardous materials or radiological materials, and that will enhance the probability for preservation of life, property, and the environment. "Emergency preparedness" includes, without limitation:

- (1) The establishment of appropriate agencies and organizations;
- (2) The development of necessary plans and standard operating procedures for mitigation, preparation, response, and recovery purposes, including, without limitation, the development of supporting agreements and memorandums of understanding;
- (3) Hazard identification;
- (4) Capability assessment;
- (5) The recruitment, retention, and training of personnel;
- (6) The development, printing, and distribution of emergency public information, education, and training materials and programs;
- (7) The necessary conduct of research;
- (8) The development of resource inventories;
- (9) The procurement and stockpiling of equipment, food, water, medical supplies, and any other supplies necessary for survival and for the public health, safety, and welfare;
- (10) The development and construction of public shelter facilities and shelter spaces;
- (11) The development and construction of emergency operations centers for the conduct and support of coordination, direction, and control activities;
- (12) When appropriate and considered necessary, the nonmilitary evacuation or temporary relocation of the civilian population.

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 Team National: An ERT that has been established and rostered for deployment to catastrophic disasters wherever the resources of the FEMA Region have been, or are expected to be overwhelmed.

Equipment: Includes fire-fighting, first-aid, emergency medical, hospital, salvage, and rescue items, items for evacuation or relocation of individuals, radiological monitoring items, hazardous materials response gear, communications items, warning items, and all other means, in the nature of personal property, to be used exclusively in the protection of individuals and property against the effects of any hazard.

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.

Executive Order (EO): A rule or order having the force of law issued by an executive authority of government.

Extremely Hazardous Substance: A list of chemicals identified by the EPA on the basis of toxicity, and listed under: title III of SARA.

## F

Federal Coordinating Officer: The Federal Officer who is appointed to manage Federal resource support activities related to Stafford Act disasters and emergencies.

Federal Emergency Management Agency (FEMA): The central point of contact within the federal government for a wide range of emergency management activities in both peace and war times. FEMA is a component of the Department of Homeland Security.

Federal Resource Coordinator: The federal official appointed to manage federal resource support activities related to non-Stafford Act incidents. The FRC is responsible for coordinating support from other federal departments and agencies using interagency agreements and MOUs.

First Responder: Local police, fire, and emergency medical personnel who first arrive on the scene of an incident and take action to save lives, protect property, and meet basic human needs.

Function: Function refers to the five 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.

Functional Area Annex Coordinator: Person with overall responsibility for coordinating actions within a particular area, i.e. the County Sheriff is the Law Enforcement Coordinator.

Functions of Emergency Management: Direction and Control, Communications, Warning, Emergency Public Information, Evacuation, Reception and Care, Shelter, Health and Medical, Law Enforcement, Public Works, Fire and Rescue, Radiological Protection, Human Services, Resource Management, Damage Assessment.

## 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.

Governor's Authorized Representative: The person empowered by the Governor to execute, on behalf of the state, all necessary documents for disaster assistance.

Group: Established to divide the incident management structure into functional area 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

Hazard: Any actual or imminent threat to the survival or overall health, safety, or welfare of the civilian population that is caused by any natural, human-made, or technological event. "Hazard" includes, without limitation, an attack, disaster, and emergency.

Hazard identification: An identification, historical analysis, inventory, or spatial distribution of risks that could affect a specific geographical area and that would cause a threat to the survival, health, safety, or welfare of the civilian population, the property of that population, or the environment.

Hazard Mitigation: Any cost-effective measure which will reduce the potential for damage to a facility from a disaster event.

Hazardous Material (Hazmat): Any substance or material in 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 in this plan 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, or mineral fibers (asbestos).

**Biological:** Microorganisms or 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.

**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 designated for reception and care of risk area evacuees.

## I

**Incident:** An event or occurrence with potential threat to the health and safety of residents in the vicinity; may also result in physical damage to properties and facilities.

**Incident Action Plan (IAP):** Provides a coherent means of communicating the overall incident objectives in the contexts of both operational and support activities.

**Incident Command Post:** 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 management system designed to enable effective and efficient domestic incident management by integrating a combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure.

**Incident Commander:** The individual responsible for all incident activities, including the development of strategies and tactics and the ordering and 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:** The Incident Commander, and appropriate Command and General Staff personnel assigned to an incident.

**Incident of National Significance:** Based on criteria established in HSPD-5, an actual or potential high-impact event that requires a coordinated and effective response by an appropriate combination of federal, state, local, nongovernmental, and/or private-sector entities in order to save lives and

minimize damage, and provide the basis for long-term community recovery and mitigation activities.

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.

Infrastructure: The manmade physical systems, assets, projects, and structures, publicly and/or privately owned, that are used by or provide benefit to the public. Examples of infrastructure include utilities, bridges, levees, drinking water systems, electrical systems, communications systems, dams, sewage systems, and roads.

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

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 Field Office: A temporary Federal facility established to provide a central point for Federal, State, local, and Tribal executives with responsibility for incident oversight, direction, and/or assistance to effectively coordinate protection, prevention, preparedness, response, and recovery actions.

Joint Information Center (JIC): A physical location where public affairs professionals from organizations involved in incident management activities can collocate to perform critical emergency information dissemination, crisis communications, and public affairs functions.

Joint Information System (JIS): Provides an organized, integrated and coordinated mechanism to ensure the delivery of understandable, timely, accurate, and consistent information to the public during a crisis.

Joint Operations Center: The JOC is the focal point for all investigative law enforcement activities during a terrorist or potential terrorist incident or any other significant criminal incident, and is managed by the FBI.

Jurisdiction: A range or 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 operations of vital facilities and activities that will provide goods and services to the relocated population and host area residents, or insure continuance of the jurisdiction's production capabilities and preservation of the economic system.

## L

Law: Includes a general or special statute, law, local law, ordinance, resolution, rule, order, or rule of common law.

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

Liaison Officer (LNO): The point of contact for representatives of other governmental agencies, nongovernmental organizations, and/or private entities at the incident site. Serves as a member of the command staff.

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.

Local Warning Point: A facility in a city, town or community that 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

(L) "Mitigation"

Major Disaster: Public Law 93-288 provides that any flood, drought, fire, hurricane, earthquake, storm, or other catastrophe in any part of the United States which, in the determination of the President, is or threatens to be of sufficient severity and magnitude to warrant disaster assistance by the federal government to supplement the efforts and available resources of state and local governments in alleviating the damage, hardship or suffering caused thereby.

Mass Care: The actions that are taken to protect evacuees and other disaster victims from the effects of the disaster. Activities include providing temporary shelter, food, medical care, clothing, and other essential life support needs to those people that have been displaced.

Mitigation: All those activities that reduce or eliminate the probability of a hazard. "Mitigation" also includes long-term activities and measures designed to reduce the effects of unavoidable hazards.

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 System: A combination of facilities, equipment, personnel, procedures, and communications integrated into a common system with responsibility for coordinating and supporting domestic incident management activities. An Emergency Operations Center is an example.

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 or unwritten understandings among jurisdictions that cover methods and types of assistance available during all phases of an emergency.

## N

National Disaster Medical System: A cooperative, asset-sharing partnership between the U.S. Department of Health and Human Services, The U.S. Department of Veterans Affairs, the U.S. Department of Homeland Security and the U.S. Department of Defense.

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 these 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 Counterterrorism Center: Serves as the primary federal organization for analyzing and integrating all intelligence possessed or acquired by the US Government pertaining to terrorism and counterterrorism, excepting purely domestic counterterrorism information.

National Response Plan (NRP): An interim plan designed to develop a unified approach to domestic incident management across the nation.

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

National Warning System (NAWAS): Used for the dissemination of warning and other emergency information from the warning centers or regions to warning points in each state.

Nongovernmental Organization: A nonprofit entity 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 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 radiation, from the weapons standpoint, are alpha and beta particles, gamma rays, and neutrons.

## 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.

Operating Guidelines (OG): Checklists or guidance developed by each specific responding organization that detail responsible individuals by name and phone number and delineate in detail specific organizational emergency activities.

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 Planning: The process of determining the need for application of resources and

determining the methods of obtaining and committing these resources to the operations plan.

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

## P

Peak Population: The maximum population occupying an area at any given time on a normal weekday. The peak population of a city or other area that includes more than one area is a summation of the peak populations for each of the areas.

Daytime Peak - The maximum population occurring during the daylight hours (8 am to 6 pm).

Nighttime Peak - The maximum population occurring during the nighttime hours (6pm to 8am).

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

Political Subdivisions: Local governments, including but not limited to cities, towns, incorporated communities, counties, townships, health districts, and school districts.

Population Protection Planning (PPP): A program that provides for the development, exercising, and maintenance of a single, generic plan that contains annexes which assign tasks and detail procedures for coping with the effects of natural disasters, technological hazards, and nuclear attack.

Preliminary Damage Assessment: The on-site assessment by federal/state/local officials in each affected area to determine the impact and magnitude of damage caused by the disaster and resulting unmet needs of the public sector and the community as a whole.

Preparedness: Action taken to develop the response capabilities needed in the event an emergency should arise.

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

Presidential Declared Major Disaster: Triggers Disaster Relief Act for state and local assistance.

Prevention: Actions to avoid an incident or to intervene to stop an incident from occurring. This involves actions to protect lives and property.

Private Sector: Organizations and entities that are not part of any governmental structure. It includes for-profit and not-for-profit organizations, formal and informal and informal structures, commerce and industry, and private voluntary organizations (PVO).

Protection Factor (PF): A number used to express the relation between the amount of fallout gamma radiation that would be received by a person in a completely unprotected location and the amount that would be received by a person in a protected location.

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. This includes social media activities.

Public Works: Work, construction, physical facilities, and services provided by governments for the benefit and use of the public.

## Q

Qualification and Certification: This subsystem provides recommended qualification and certification standards for emergency responder 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: The emission and propagation of energy through space or through a material medium in the form of waves: electromagnetic and sound or elastic waves and corpuscular emissions.

Radioactivity: The liberation of energy by spontaneous disintegration of nuclei.

Radio Amateur Civil Emergency Services (RACES): An emergency service designated to make efficient use of the vast reservoir of skilled radio amateurs throughout the nation in accordance with approved Emergency Operations 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 conditions.

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 performs operator's maintenance of radiological instruments.

Radiological Monitoring: The procedure or operation of locating and measuring radioactive contamination by means of survey instruments which can detect and measure (as dose rates) ionizing radiations. The individual performing the operation is called a monitor.

Reception Area: This refers to a location separate from staging areas, here resources report in for processing and out-processing. Reception Areas provide accountability, security, situational awareness briefings, safety awareness, distribution of IAPs, supplies and equipment, feeding, and bed down.

Recovery: Includes all those activities required and necessary to return an area to its former condition to the extent possible following the occurrence of any hazard.

Regional Operating Center: The temporary operations facility for the coordination of Federal response and recovery activities, located at the EMA Regional Office (or Federal Regional center) and led by the FEMA Regional Director or Deputy Director until the DFO becomes operational. Once the ERT-A is deployed, the RCO performs a support role for Federal staff at the disaster scene.

Regional Response Teams: Regional counterparts to the National Response Team, the RRTs comprise regional representatives of the federal agencies on the NRT and representatives of each state within the region. The RRTs serve as planning and preparedness bodies before a response, and provide coordination and advice to the federal OSC during response actions.

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

Resource Management: Those actions taken by a government to: identify sources and obtain resources needed to support disaster response activities; coordinate the supply, allocation, distribution, and delivery of resources so that they arrive where and when most needed; and maintain accountability for the resources used.

Resource Tracking: A standardized, integrated process conducted throughout the life cycle of an incident by all agencies at all levels of government.

Resource Unit: Functional unit 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: Includes all those activities that occur subsequent to any hazard and that provide emergency assistance from the effects of any such hazard, reduce the probability of further injury, damage, or destruction, and are designed or undertaken to speed recovery operations.

Risk Area: Areas considered relatively more likely to experience direct hazard effects.

## 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.

Secondary Effects: Emergencies that may develop as a reaction to an initiating emergency. For example, a dam may break as the result of an earthquake.

Shelter, Fallout: A habitable structure of space used to protect its occupants from fallout radiation.

Span of Control: The span of control of any individual with incident management supervisory responsibility should range from three (3) to seven (7) subordinates.

Staging Area: A location where equipment/personnel are maintained on a temporary basis for emergency response.

State Coordinating Officer: The person appointed by the Governor to coordinate State, Commonwealth, or Territorial response and recovery activities with FRP-related activities of the Federal Government, in co-operation with the FCO.

State Emergency Board: Comprised of representatives from Farm Service Agencies, Animal and Plant Health Inspection Service, Cooperative Extension Service, Forest Service, Natural Resources Conservation Service, and Statistical Reporting Service.

State Liaison: A FEMA official assigned to a particular state, who handles initial coordination with the state in the early stages of an emergency.

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 of effectiveness.

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

Structure: Includes shelters, additions to or alterations of existing buildings, and portions of existing buildings dedicated to public use, made and designed exclusively for protection against the shock or other effects of nuclear, biological, or chemical warfare, special housing for equipment, and all other structural means of protection of individuals and property against any hazard.

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

Tabs: Maps, charts, checklists, resources, inventories, sample forms, or diagrams all used to support the basic plan, annexes and appendices.

Task Force: Any combination of resources assembled in support of a specific mission or operational need.

Telecommunications: The transmission, emission, or reception of voice and/or data through any medium by wire, radio, other electrical electromagnetic or optical means. Telecommunications includes all aspects of transmitting information.

Terrorism: The FBI defines terrorism as “the unlawful use of force or violence committed by a group or individual against persons or property to intimidate or coerce a government, the civilian population, or any segment thereof, in furtherance of political or social objectives.

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

Traffic Control Point (TCP): Place along evacuation routes that are named by law enforcement personnel to direct and control movement to and from the area being evacuated.

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.

Unified Command (UC): An element in multi-jurisdictional or multi-agency domestic incident management, providing guidelines to enable agencies with different legal, geographic, and functional responsibilities to coordinate, plan, and interact effectively.

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.

Upgrading: Any action that results in physical improvement of existing shelter spaces.

Urban Search and Rescue: Operational activities that include locating, extricating, and providing on-

site medical treatment to victims trapped in collapsed structures.

## 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.

## W

Warning: The alerting of emergency management/response officials and the public to the threat of extraordinary danger and the related effects of both natural and man-made disorders.

Warning Point: A facility that receives warnings and other emergency information over NAWAS and relays this information in accordance with state and local Emergency Operations Plans.

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

Weapon of Mass Destruction (WMD): 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.

Worker-Critical: An individual whose skills or services are required to continue operations of vital facilities and activities that will provide goods and services to the relocated population and host area residents, or insure continuance of the jurisdiction's production capabilities and preservation of the economic system.