

CITY OF LAKEPORT EMERGENCY OPERATIONS PLAN



GLOSSARY OF TERMS ANNEX

GLOSSARY OF TERMS

INTRODUCTION

This Glossary contains definitions of terms commonly used in the Standardized Emergency Management System (SEMS). It has been supplemented with terms and definitions related to specific resources and activities in this area. Certain acronyms have also been added.

ARB Air Resources Board
ARC American Red Cross
Cal EMA California Emergency Management Agency
CCC California Conservation Corps
CDC California Department of Corrections
CDF California Department of Forestry
CDFA California Department of Food and Agriculture
CHP California Highway Patrol
CNG California National Guard
CYA California Youth Authority
DAT Disaster Action Team (Red Cross)
DFG California Department of Fish and Game
DHS California Department of Health Services
DIR California Department of Industrial Relations (CALOSHA)
DMAT Disaster Medical Assistance Team
DOD United States Department of Defense
DOE United States Department of Energy
DOE United States Department of Education
DOJ California Department of Justice
DOT United States Department of Transportation
DPR California Department of Pesticide Regulation
DTSC California Department of Toxic Substances
DWR California Department of Water Resources
EMSA California Emergency Medical Services Authority
EOC Emergency Operations Center
EOPT Emergency Operations Planning and Training (OES Division)
ERV Emergency Response Vehicle (Red Cross)
FBI United States Federal Bureau of Investigation (Justice Department)
FBI OSC FBI On-scene Commander
FEMA Federal Emergency Management Agency
FOSC Federal On-Scene Commander
FRERP Federal Radiological Emergency Response Plan
FRP Federal Response Plan
FTB California Franchise Tax Board
HHS United States Department of Health and Human Services
HMICP Hazardous Materials Incident Contingency Plan
LFA Lead Federal Agency
WMD/NBC Weapons of Mass Destruction/Nuclear, Biological, Chemical
NCP National Oil and Hazardous Substances Pollution Contingency Plan
NEST Nuclear Emergency Support Team (Fed) Neighborhood Emergency Service Team (Local)
NRT National Response Team
OEHHA California office of Environmental Health Hazard Assessment
OES Office of Emergency Services
OSC On-Scene Commander (FBI)

REOC Regional Emergency Operations Center, (OES)
SEP State Emergency Plan
SOC State Operations Center
SSCOT State Standing Committee on Terrorism
SWRCB California State Water Resources Control Board
USCG United States Coast Guard
USEPA United States Environmental Protection Agency
SEMS Standardized Emergency Management System

A

AERIAL RECONNAISSANCE: An aerial assessment of the damaged area which includes gathering information on the level and extent of damage and identifying potential hazardous areas for on-site inspections.

ACTION PLAN: The plan prepared in the EOC containing the emergency response objectives of that SEMS level reflecting overall priorities and supporting activities for a designated period. The plan is shared with supporting agencies. See also: Incident Action Plan.

ACTIVATE: At a minimum, a designated official of the emergency response agency that implements SEMS as appropriate to the scope of the emergency and the agency's role in response to the emergency, or the implementation by a designated official of the Emergency Plan in response to an emergency Situation.

AFTER ACTION REPORT (AAR): A report covering response actions, application of SEMS, modifications to plans and procedures, training needs, and recovery activities. After Action Reports, are required under SEMS, after any emergency which requires a declaration of an emergency. Reports are required within 90 days.

AGENCY: An agency is a division of government with a specific function, or a non-governmental organization (i.e., private contractor, business, etc.) that offers a particular kind of assistance. In ICs, agencies are defined as jurisdictional (having statutory responsibility for incident mitigation), or assisting and/or cooperating (providing resources and/or assistance). SEE: Assisting Agency, Cooperating Agency and Multi-agency.

AGENCY DISPATCH: The agency or jurisdictional facility from which resources are allocated to incidents.

AGENCY EXECUTIVE OR ADMINISTRATOR Chief Executive Officer or designee of the agency or jurisdiction that has responsibility for the incident.

AGENCY REPRESENTATIVE: An individual assigned to an incident or to an EOC from an assisting or cooperating agency who has been delegated authority to make decisions on matters affecting the agency's participation at the incident or the EOC. Agency Representatives report to the Liaison Officer at the incident, or to the Liaison Coordinator at SEMS EOC levels.

AIR OPERATIONS BRANCH DIRECTOR: The person primarily responsible for preparing and implementing the air operations portion of the Incident Action Plan. Also responsible for providing logistical support to helicopters operating on the incident.

ALLOCATED RESOURCES: Resources dispatched to an incident.

AREA COMMAND An organization established to: 1) Oversee the management of multiple incidents that are being handled by an Incident Command System organization or, 2) to oversee the management of a very large incident that has multiple Incident Management Teams assigned to it. Area Command has the responsibility to set overall strategy and priorities, allocate critical resources based on priorities, ensure that incidents are properly managed, and ensure that objectives are met and strategies followed.

ASSIGNED RESOURCES: Resources checked in and assigned work tasks on an incident

ASSIGNMENTS: Tasks given to resources to perform within a given operational period based upon tactical objectives in the Incident or EOC Action Plan.

ASSISTANT: Title for subordinates of the Command Staff positions at the Field SEMS level. The title indicates a level of technical capability, qualifications, and responsibility subordinate to the primary positions. Assistants may also be used to supervise unit activities at camps.

ASSISTING AGENCY: The agency directly contributing tactical or service resources to another agency.

AVAILABLE RESOURCES: Incident-based resources that are available for immediate assignment.

B

BASE: The location at an incident where primary logistics functions for an incident are coordinated and administered. There is only one base per incident. (Incident name or designator will be added to the term 'Base'). The Incident Command Post may be co-located with the Base.

BRANCH: The organizational level and the SEMS Field Level having functional or geographic responsibility for major parts of Incident operations. The Branch level is organizationally between Section and Division / Group in the Operations Section, and between Section and Units in the Logistics Section. Branches are identified by the use of Roman Numerals or by functional name (i.e. medical, security, etc.). Branches are also used in the same sequence at EOC levels.

BRANCH DIRECTOR: The ICs title for individuals responsible for supervision of a Branch at Field Level. At SEMS EOC levels, the title Branch Coordinator is preferred.

C

CACHE: A predetermined complement of tools, equipment and/or supplies stored in a designated location, available for incident use.

CAMP: A geographical site, within the general incident area, separate from the Incident Base equipped and staffed to provide sleeping, food, water and sanitary services to incident personnel.

CASUALTY COLLECTION POINT (CCP): A location within a jurisdiction which is used for the assembly, triage (sorting), medical stabilization, and subsequent evacuation of casualties. It may also be used for the receipt of incoming medical resources (doctors, nurses, supplies, etc.). Preferably the site should include or be adjacent to an open area suitable for use as a helicopter pad.

CHAIN OF COMMAND: A series of management positions in order of authority.

CHECK-IN: The process whereby resources first report to an incident or into an EOC. Checking locations at the SEMS Field level include: Incident Command Post (Resources Unit), Incident Base, Camps, Staging Areas, Helibases, Helispots and Division Supervisors (for direct line assignments).

CLEAR TEXT: The use of plain English in radio communication transmissions. No "Ten codes or agency specific codes are used when utilizing Clear Text.

COMMAND: The act of directing and/or controlling resources at an incident by virtue of explicit legal, agency, or delegated authority. It also refers to the Incident Commander.

COMMAND POST: See Incident Command Post

COMMAND STAFF: The Command Staff at the SEMS Field Level consists of the Information Officer, Safety Officer, and Liaison Officer. They report directly to the Incident Commander. They may have an assistant or assistants, as needed. These functions may also be found at the EOC levels in SEMS. At the EOC they would report to the EOC Director, but may be designated as Coordinators. At EOC's, the functions may also be established as Sections or Branches to accommodate subsequent expansion.

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 (i.e., trailer or mobile van) used to provide the major part of an Incident Communications Center.

COMPACTS: Formal working agreements among agencies to obtain mutual aid

COMPENSATION UNIT/CLAIMS UNIT: A functional unit within the Finance/Administration Section responsible for financial concerns resulting from property damage, injuries or fatalities at the incident or within an EOC.

COMPLEX: Two or more individual incidents located in the same general area, which are assigned to a single Incident Commander or to a Unified Command.

COOPERATING AGENCY: An agency supplying assistance other than direct tactical or support functions or resources to the incident control effort (i.e., American Red Cross, Telephone Company, etc.).

COORDINATION: The process of systematically analyzing a situation, developing relevant information, and informing appropriate command authority of viable alternatives for selection of the most effective combination of available resources to meet specific objectives. The coordination process does not involve dispatch actions. However, personnel responsible for coordination may perform command or dispatch functions within the limits established by specific agency delegations, procedures, legal authority, etc. Multi-Agency or Inter-Agency coordination is found at all SEMS levels.

COORDINATION CENTER: Term used to describe any facility that is used for the coordination of agency or jurisdictional resources in support of one or more incidents.

COST SHARING AGREEMENTS: Agreements between agencies or jurisdictions to share designated costs related to incidents. Cost sharing agreements are normally written but may also be verbal between authorized agency and jurisdictional representatives at the incident.

COST UNIT: Function unit within the Finance/Administration Section responsible for tracking costs, analyzing cost data; making cost estimates and recommending cost saving measures.

COUNTERFORCE TARGETS: Places that contain strategic offensive military forces; e.g., SAC Bomber Bases, ICBM Fields, Missile Submarine Support Bases.

CRISIS RELOCATION: The organized relocation of people, in time of international crisis, from areas that are potentially at high risk from the direct effects of nuclear weapons to lower risk areas, and their reception, care, and protection in such areas.

D

DECONTAMINATION / CONTAMINATION CONTROL:

Radioactive Materials: The reduction (normally by removal) of contaminating radioactive material from a structure; area, person, or object. Decontamination may be accomplished by treating (e.g., washing down or sweeping) the surface so as to remove the contamination. Contamination control is accomplished by isolating the area or object and letting the material stand so that the radioactivity is decreased as a result of natural decay. Contaminated material may be covered to prevent redistribution and/or to provide shielding.

Other Hazardous Materials: Decontamination consists of physically removing contaminants and/or changing their chemical nature to innocuous substances. How extensive decontamination must be depends on a number of factors, the most important being the type of contaminants involved. The more harmful the contaminant, the more extensive and thorough decontamination must be. Less harmful contaminants may require less decontamination. Combining decontamination, the correct method of doffing personal protective equipment, and the use of site work zones minimizes cross contamination from protective clothing to wearer, equipment to personnel, and one area to another. Only general guidance can be given on methods and techniques for decontamination. The exact procedure to use must be determined after evaluating a number of factors specific to the incident.

DELEGATION OF AUTHORITY: A statement provided to the Incident Commander by the Agency Executive delegating authority and assigned responsibility. The Delegation of Authority can include

objectives, priorities, expectations, constraints and other considerations or guidelines as needed. Many agencies require written Delegation of Authority to be given to Incident Commanders prior to their assuming command on larger incidents.

DEMOBILIZATION UNIT: Functional unit within the Planning Section responsible for assuring orderly, safe and efficient demobilization of incident or EOC assigned resources.

DEPARTMENT OPERATIONS CENTER: A facility used by a distinct discipline, such as flood operations, fire, medical, hazardous material, or a Unit such as Department of Public Works, or Department of Health. Department Operations Centers may be used at all SEMS levels above the Field response level depending on the needs of the emergency.

DEPUTY INCIDENT COMMANDER (SECTION CHIEF OR BRANCH DIRECTOR): A fully qualified individual who, in the absence of a superior, could be delegated the authority to manage a functional operation or perform a specific task. In some cases a Deputy could act as relief for a superior and therefore must be fully qualified in the position. Deputies may also be found as necessary at all SEMS EOC levels.

DIRECTION AND CONTROL (EMERGENCY MANAGEMENT): The provision of overall operational control and/or coordination of emergency operations at each level of the Statewide Emergency Organization, whether it be the actual direction of field forces or the coordination of joint efforts of governmental and private agencies in supporting such operations.

DISASTER: A sudden calamitous emergency event bringing great damage, loss, or destruction.

DISASTER APPLICATION CENTER (DAC): A facility jointly established by the Federal and State Coordinating Officers within or adjacent to a disaster impacted area to provide disaster victims a "one-stop" service in meeting their emergency and/or rehabilitation needs. It will usually be staffed by representatives of local, state, and federal governmental agencies, private service organizations and certain representatives of the private sector.

DISASTER FIELD OFFICE (DFO): A central facility established by the Federal Coordinating Officer within or immediately adjacent to disaster impacted areas to be utilized as a point of coordination and control for state and federal governmental efforts to support disaster relief and recovery operations.

DISASTER SERVICE WORKER: Includes public employees and any unregistered person impressed into service during a State of War Emergency, a State of Emergency, or a Local Emergency by a person having authority to command the aid of citizens in the execution of his duties. It does not include any member registered as an active fire fighting member of any regularly organized volunteer fire department, having official recognition, and full or partial support of the county, city, town or district in which such fire department is located.

DISASTER SUPPORT AREA (DSA): A pre-designated facility anticipated to be at the periphery of a disaster area, where disaster relief resources (manpower and material) can be received, accommodated or stockpiled, allocated, and dispatched into the disaster area. A separate portion of the area may be used for receipt and emergency treatment of casualty evacuees arriving via short-range modes of transportation (air and ground) and for the subsequent movement of casualties by heavy, long-range aircraft to adequate medical care facilities.

DISASTER WELFARE INQUIRY (DWI): A service that provides health and welfare reports about relatives and certain other individuals believed to be in a disaster area and when the disaster caused dislocation or disruption of normal communications facilities precludes normal communications.

DISPATCH: The implementation of a command decision to move a resource or resources from one place to another.

DISPATCH CENTER: A facility from which resources are assigned to an incident.

DIVISION: Divisions are used to divide an incident into geographical areas of operation. Divisions are identified by alphabetic characters for horizontal applications and, often, by numbers when used in buildings. Divisions are also used at SEMS EOC levels and are found organizationally between Branches and Units.

DIVISION OR GROUP SUPERVISOR: The position title for individuals responsible for command of a Division or Group at an incident. At the EOC level, the title is Division Coordinator.

DOCUMENTATION UNIT: Functional Unit within the Planning Section responsible for collecting, recording and safeguarding all documents relevant to and incident or within an EOC.

E

ECONOMIC STABILIZATION: The intended result of governmental use of direct and indirect controls to maintain and stabilize the nation's economy during emergency conditions. Direct controls include such actions as the selling or freezing of wages, prices, and rents or the direct rationing of goods. Indirect controls can be put into effect by government through use of monetary credit, tax, or other policy measures.

ELECTROMAGNETIC PULSE (EMP): A large amount of energy is released by the detonation of a high altitude nuclear weapon. A small proportion of this energy appears in the form of a high intensity, short duration, electromagnetic pulse (EMP), somewhat similar to that generated by lightning. EMP can cause damage or malfunction in unprotected electrical or electronic systems. When nuclear weapons are detonated at high altitudes, EMP damage can occur essentially instantaneously over very large areas. All unprotected communications equipment is susceptible to damage or destruction by EMP, including broadcast stations, radios, televisions, car radios, and battery operated portable transistor radios.

EMERGENCY - Also see Local Emergency and State of Emergency: A condition of disaster or of extreme peril to the safety of persons and property caused by such conditions as air pollution, fire, flood, hazardous material incident, storm, epidemic, riot, drought, sudden and severe energy shortage, plant or animal infestations or disease, the Governor's warning of an earthquake or volcanic prediction, or an earthquake or other conditions, other than conditions resulting from a labor controversy.

EMERGENCY (Federal Definition): Any hurricane, tornado, storm, flood, high-water, wind driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, drought, fire, explosion, or other catastrophe in any part of the United States which requires federal emergency assistance to supplement State and local efforts to save lives and protect public health and safety or to avert or lessen the threat of a major disaster.

EMERGENCY BROADCAST SYSTEM (EBS): A system that enables the President and federal, state, and local governments to communicate with the general public through commercial broadcast stations in the event of a war caused emergency or, in some cases, large natural disaster. EBS uses the facilities and personnel of the broadcast industry on a voluntary organized basis. It is operated by the industry under rules and regulations by the Federal Communications Commission. This system has been replaced by the Emergency Alert System (EAS).

EMERGENCY MANAGEMENT (Direction and Control): The provision of overall operational control and/or coordination of emergency operations at each level of the Statewide Emergency Organization whether it be the actual direction of field forces or the coordination of joint efforts of governmental and private agencies in supporting such operations.

EMERGENCY MANAGEMENT COORDINATOR: The individual within each jurisdiction that is delegated the day-to-day responsibility for the development and maintenance of all emergency management coordination efforts.

EMERGENCY MANAGEMENT DIRECTOR (EMERGENCY SERVICES DIRECTOR): The individual within each political subdivision that has overall responsibility for jurisdiction emergency management: For cities and counties, this responsibility is commonly assigned by local ordinance.

EMERGENCY MEDICAL TECHNICIAN: A health care specialist with particular skills and knowledge in pre-hospital emergency medicine.

EMERGENCY OPERATIONS CENTER (EOC): A facility used for the, centralized direction and/or coordination of emergency operations. An effective EOC must provide adequate working space and be properly equipped to accommodate its staff, have a capability to communicate with field units and other EOC's, and provide protection commensurate with the projected risk at its location. EOC facilities are established by an agency or jurisdiction responsible for the support of an emergency response.

EMERGENCY OPERATIONS PLAN (SEE EMERGENCY PLANS): The plan that each jurisdiction has and maintains for responding to appropriate hazards.

EMERGENCY ORGANIZATION: Civil government augmented or reinforced during an emergency by elements of the private sector, auxiliaries, volunteers, and persons impressed into service.

EMERGENCY PERIOD: A period that begins with the recognition of an existing, developing, or impending situation that poses a potential threat to a community. It includes the warning (where applicable) and impact phase and continues until immediate and ensuing effects of the disaster no longer constitute a hazard to life or threat to property.

EMERGENCY PLANS: Those official and approved documents which describe principles, policies, concepts of operations, methods and procedures to be applied in carrying out emergency operations or rendering mutual aid during emergencies. These plans include such elements as continuity of government, emergency functions of governmental agencies, mobilization and application of resources, mutual aid, and public information.

EMERGENCY PUBLIC INFORMATION (EPI): Information disseminated to the public by official sources during an emergency, using broadcast and print media. EPI includes: (1) instructions on survival and health preservation actions to take (what to do, what not to do, evacuation procedures, etc.), (2) status information on the disaster situation (number of deaths, injuries, property damage, etc.), and (3) other useful information (state/federal assistance available).

EMERGENCY PUBLIC INFORMATION SYSTEM (EPIS): The network of information officers and their staffs from at all levels of government within the state. The system also includes the news media through which emergency information is released to the public.

EMERGENCY RESPONSE AGENCY: Any organization responding to an emergency, or providing mutual aid support to such organizations, whether in the field, at the scene of an incident, or to an operations center.

EMERGENCY RESPONSE PERSONNEL: Personnel involved with an agency's response to an emergency.

EOC ACTION PLAN: The plan developed at SEMS EOC levels, which contains objectives, actions to be taken, assignments and supporting information for the next operational period.

ESSENTIAL FACILITIES: Facilities which are essential for maintaining the health, safety, and overall well-being of the public following a disaster (e.g., hospitals, police and fire department buildings, utility facilities, etc.). May also include buildings that have been designated for use as mass care facilities (i.e., schools, churches, etc.).

EVACUEE: An individual who moves or is moved from a hazard area to a less hazardous area with anticipation of return when the hazard abates.

EVENT: A planned, non-emergency activity. ICs can be used as the management system for a wide range of events, i.e., parades, concerts, athletic events and other related drills.

EXPEDIENT SHELTER: Any shelter constructed in an emergency or crisis period on a 'crash basis' by individuals, single families, or small groups of families.

F

FACILITIES UNIT: Functional Unit within the Support Branch of the Logistics Section at the SEMS Field response level that provides fixed facilities for the incident. These facilities may include the Incident Base, feeding areas, sleeping areas, sanitary facilities, etc.

FALLOUT SHELTER: A habitable structure or space therein, used to protect its occupant from radioactive fallout. Criteria (National Shelter Survey requirements) include a protection factor of 40 or greater, a minimum of 10 square feet of floor space per person, and at least 65 cubic feet of space per person. In unventilated underground space, 500 cubic feet of space per person is required.

FALLOUT SHELTER DEVELOPMENT: The building of fallout shelters to eliminate existing or anticipated shelter deficits. During non-crisis periods this may include construction of single purpose fallout shelters, modifications to existing structures or use of special procedures in new construction. During a crisis period, it would include shelter upgrading and expedient shelter construction.

FALLOUT SHELTER UPGRADING: Actions taken to improve fallout shelter protection in existing facilities. Typical methods include placement of soil or other materials overhead and around walls to provide shielding from fallout, the Construction of ventilation devices, and the blocking of apertures.

FEDERAL AGENCY (Federal Definition): Any department, independent establishment, Government Corporation, or other agency of the executive branch of the federal government, including the United States Postal Service, but not including the American Red Cross.

FEDERAL COORDINATING OFFICER (F.C.O.) (Federal Definition): The person appointed by the President to coordinate federal assistance following an emergency or major disaster declaration.

FEDERAL DISASTER ASSISTANCE: Provides in-kind and monetary assistance to disaster victims through a state, or local government by federal agencies under the provision of the Federal Disaster Relief Act and other statutory authorities of federal agencies.

FIELD OPERATIONS GUIDE: A pocket-sized manual of instructions on the application of the Incident Command System (ICS).

FINANCE / ADMINISTRATION SECTION: One of the five primary functions found at all SEMS levels which is responsible for all costs and financial considerations. At the incident the Section can include the Time Unit, Procurement Unit, Compensation/Claims Unit, and Cost Unit.

FIRST AID STATION: A location within a mass care facility or Casualty Collection Point where first aid may be administered to disaster victims.

FOOD UNIT: Functional Unit within the Service Branch of the Logistics Section responsible for providing meals for incident and/or EOC personnel.

FUNCTION: In ICS function refers to the five major activities in the ICS: Command, Operations, Planning/Intelligence, Logistics, and Finance/Administration. The same five functions are also found at all SEMS EOC levels. At the EOC the term "Management" replaces "Command". The term function is also used when describing the activity involved.

FUNCTIONAL ELEMENT: Refers to a part of the incident, EOC or DOC organization such as Section, Branch, Group or Unit.

G

GENERAL STAFF: The group of management personnel reporting to the Incident Commander or to the EOC Director. They may have a Deputy, as needed. The General Staff consists of Operations Section Chief, Planning/Intelligence Section Chief, Logistics Section Chief, and Finance/Administration Section Chief. At some EOC levels, the position titles are Section Coordinators.

GENERIC ICS: Refers to the description of ICs that is generally applicable to any kind of incident or event.

GOVERNORS AUTHORIZED, REPRESENTATIVE (Federal Definition): The person named by the Governor in a Federal/State Agreement to execute on behalf of the state, all necessary documents for disaster assistance, following the declaration of an Emergency or Major Disaster by the President, including certification of applications for public assistance.

GROUND SUPPORT UNIT: Functional unit within the Support Branch of the Logistics Section at the SEMS Field Response Level that is responsible for the fueling, maintaining, and repairing of vehicles, and the transportation of personnel and supplies.

GROUP: Groups are established to divide the incident into functional areas of operation. Groups are composed of resources assembled to perform a special function not necessarily within a single geographic division. Groups are located between branches and Resources in the Operations Section.

H

HAZARD: Any source of danger or element of risk.

HAZARD AREA: A geographically identifiable area in which a specific hazard presents a potential threat to life and property.

HELIBASE: The main location for parking, fueling, maintenance, and loading of helicopters operating in support of an incident. It is usually located at or near the incident Base.

HELISPOT: Any designated location where a helicopter can safely take off and land. Some Helispots may be used for loading of supplies, equipment or personnel.

HIERARCHY OF COMMAND: See Chain of Command.

INCIDENT: An occurrence or event, either human caused or by natural phenomena, that requires action by emergency response personnel to prevent or minimize loss of life or damage to property and/or natural resources.

INCIDENT ACTION PLAN: The plan developed at the Field response level that contains objectives reflecting the overall incident strategy and specific tactical actions and supporting information for the next operational period. The plan may be oral or written.

INCIDENT BASE: Location at the incident where the primary Logistics functions are coordinated and administered. (Incident name or other designator will be added to the term 'Base'). The Incident Command Post may be collocated with the base. There is only one base per incident.

INCIDENT COMMANDER: The individual responsible for the command of all functions at the field response level.

INCIDENT COMMAND POST, (CP): The location at which the primary command functions are executed. The ICP may be collocated with the Incident Base or other incident facilities.

INCIDENT COMMAND SYSTEM (ICs): The nationally used, standardized on-scene emergency management concept specifically designed to allow its user(s) to adopt an integrated organizational structure equal to 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, with the responsibility for the management of resources to effectively accomplish stated objectives pertinent to an incident. A system designed for the on-scene management of emergencies resulting from fires and other natural or man caused emergencies. ICS can be used during serious multidisciplinary (fire, law, medical) emergencies or for operations involving a single jurisdiction with single or multi-agency involvement, or multi-jurisdictional multi-agency involvement.

INCIDENT COMMUNICATIONS CENTER: The location of the Communications Unit and the Message Center.

INCIDENT MANAGEMENT TEAM: The Incident Commander and the appropriate General and Command Staff personnel assigned to an incident.

INCIDENT OBJECTIVE: Statement of guidance and direction necessary for the selection of 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 for strategic and tactical alternatives.

INFORMATION OFFICER: A member of the Command Staff responsible for interfacing with the public and media or with other agencies requiring information directly from the incident. There is only one Information Officer per incident. The Information Officer may have assistants. This position is also referred to as the Public Affairs or Public Information Officer in some disciplines. At SEMS EOC levels, the information function may be established as a Coordinator or as a section or branch reporting directly to the EOC Director.

INITIAL ACTION: The action taken by resources which are the first to arrive at an incident.

INITIAL RESPONSE: Resources initially committed to an incident.

INSTITUTIONALIZED PERSONS: Persons who reside in public or private group quarters rather than households. For example, residents of hospitals, nursing homes, orphanages, colleges, universities and correctional facilities. These residents generally lack major household possessions or transportation, or require special care and custody.

J

JOINT EMERGENCY OPERATIONS CENTER (JEOC): A facility established on the periphery of a disaster area to coordinate and control multi-jurisdictional emergency operations within the disaster area. The JEOC will be staffed by representatives of selected local, state and federal agencies and private organizations, and will have the capability of providing a communications link between any Mobile Emergency Operating Centers established in the disaster area and the State Operations Center in Sacramento.

JURISDICTION: The range or sphere of authority. Public agencies have jurisdiction at an incident related to their legal responsibilities and authority for incident mitigation. Jurisdictional authority at an incident can be political / geographical (i.e. Special District, City, County, State or Federal Boundary line) or functional (i.e. Police, Fire, health department). See "Multi-Jurisdiction".

JURISDICTIONAL AGENCY: The agency having jurisdiction and responsibility for a specific geographical area or a mandated function.

L

LANDING ZONE: See "Helispot".

LEADER: The ICS title for an individual responsible for a functional Unit, task force, or team.

LIAISON OFFICER: A member of the Command Staff at the Field SEMS level responsible for coordinating with representatives from cooperating and assisting agencies. At SEMS EOC levels, the function may be done by a Coordinator and/or within a Section or Branch reporting directly to the EOC Director:

LIFE-SAFETY: Refers to the joint consideration of both the life and physical well-being of individuals.

LIFELINES: Includes the infrastructure for (storage, treatment, and distribution) fuel, communication and water and sewage systems.

LIMITED MOBILITY POPULATION: Persons requiring transportation during emergency movement operations.

LOCAL GOVERNMENT (*State Definition*): Local agencies per Article 3 of the SEMS regulations. The Government Code 8680.2 defines local agencies as any city, city and county, county, school district or special district.

LOCAL GOVERNMENT ADVISORY COMMITTEE: Committees established by the Director of Emergency Services (OES) to provide a forum for the exchange of information among the cities and counties of a Mutual Aid Region. The LGAC may develop a consensus of action and policy among local emergency managers on issues, policies, and programs of concern to local governments, and if necessary, bring such concerns to the attention of OES executive management.

LOGISTICS SECTION: One of the five primary functions found at all SEMS levels; the Section responsible for providing facilities, services and materials for the incident or at an EOC.

M

MAJOR DISASTER (*Federal Definition*): Any hurricane, tornado, storm, flood, high-water, wind-driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, drought, fire, explosions or other catastrophe in any part of the United States, which, in the determination of the President causes damage of sufficient severity and magnitude to warrant major disaster assistance under the Federal Disaster Relief Act, above and beyond emergency services by the Federal Government to supplement the efforts and available resources of States, local governments and disaster relief organizations in alleviating the damage, loss, hardship, or suffering caused thereby.

MANAGEMENT BY OBJECTIVE: In SEMS Field and EOC levels this is a top down management activity, which involves a three step process to achieve a desired goal. The steps are: establishing the objectives; selection of appropriate strategies to achieve the objectives; and the direction or assignments associated with the selected strategies.

MASS CARE FACILITY: A location such as a school at which temporary lodging, feeding, clothing, registration, welfare inquiry, first aid, and essential social services can be provided to disaster victims during the immediate/sustained emergency period.

MASTER MUTUAL AID AGREEMENT (*State Definition*): An agreement entered into by and between the State of California, its various departments and agencies and the various political subdivisions, municipal corporations, and other public agencies of the State of California to assist each other by providing resources during an emergency. Mutual Aid occurs when two or more parties agree to furnish resources and facilities, and to render services to each other to prevent and combat any type of disaster or emergency.

MARSHALING AREA: An area used for the completed mobilization and assemblage of personnel and resources prior, to their being sent directly to the disaster affected area. Marshaling areas are utilized particularly for disasters outside the continental United States.

MEDIA: Means of providing information and instructions to the public, including radio, television, and newspapers.

MEDICAL SELF-HELP: The medical treatment provided for the sick and injured by citizens and emergency forces in the absence of professional care.

MEDICAL UNIT: Functional Unit within the service branch of the Logistics Section at SEMS Field levels responsible for the development of the Medical Emergency Plan, and for providing emergency medical treatment of incident personnel.

MESSAGE CENTER: The Message Center is part of the incident or EOC communications Center and is collocated or adjacent to it. It receives, records, and mutes information to appropriate locations at an incident or within the EOC.

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

MOBILIZATION CENTER: An off-incident location at which emergency service personnel and equipment are temporarily located pending assignment to incidents, release, or reassignment.

MULTI-AGENCY OR INTER-AGENCY COORDINATION: The participation of agencies and disciplines involved at any level of the SEMS organization working together in a coordinated effort to facilitate decisions for overall emergency response activities, including the sharing of critical resources and the prioritization of incidents.

MULTI-AGENCY COORDINATION SYSTEM (MACS): The combination of personnel, facilities, equipment, procedures and communications integrated into a common system. When activated, MACS has the responsibility for coordination of assisting agency resources and support in a multi-agency or multi-jurisdictional environment. A MAC Group functions within the MACS. MACS organizations are used within the California Fire Service:

MULTI-AGENCY INCIDENT: An incident where one or more agencies assist a jurisdictional agency or agencies. The incident may be managed under single or unified command.

MULTI-JURISDICTIONAL INCIDENT: An incident requiring action from multiple agencies that have a statutory responsibility for incident mitigation. In ICs these incidents will be managed under Unified Command.

MULTI-PURPOSE STAGING AREA (MSA): A pre-designated location such as a County/District Fairgrounds having large parking areas and shelter for equipment and operators, which provides a base for coordinated localized emergency operations, a rally point for mutual aid coming into an area, and a site for post-disaster population support and recovery activities.

MUTUAL AID AGREEMENT: A written agreement between agencies and/or jurisdictions in which they agree to assist one another upon request, by furnishing personnel and equipment.

MUTUAL AID COORDINATOR: An individual at local government, operational area, region, or state level that is responsible to coordinate the process of requesting, obtaining, processing and using mutual aid resources. Mutual Aid Coordinator duties will vary depending on the mutual aid system.

MUTUAL AID REGION (State Definition): A subdivision of the state Office of Emergency Services (OES) established to assist in the coordination of mutual aid and other emergency operations within a geographical area of the state consisting of two or more counties (operational areas).

MUTUAL STAGING AREA: A temporary facility established by the State Office of Emergency Services within, or adjacent to, affected areas. It may be supported by mobile communications and personnel provided by field or headquarters staff from state agencies, as well as personnel from local jurisdictions throughout the state.

O

OFFICE OF EMERGENCY SERVICES (OES): An operational area (county), a city, or other jurisdiction administrative and operational function with the mission of planning for, preparing for, reacting to, and recovering from disasters and major events. The OES may not be staffed on a full time basis, although the function is necessary. The day-to-day operations may be administered by a Coordinator.

OPERATIONAL AREA: An intermediate level of the state emergency services organization, consisting of a county and all political subdivisions within the county area.

OPERATIONAL PERIOD: The period of time scheduled for the execution of a given set of operation actions as specified in the Incident or EOC Action Plan. Operational Periods can be of various lengths, although usually not over 24 hours.

OPERATIONS SECTION: One of the five primary functions found at all SEMS levels. The Section is responsible for all tactical operations at the incident, or for the coordination of operational activities at an EOC. The Operations Section at the Field level can include Branches, Divisions, and/or Groups, Task Forces, Teams, Single Resources and Staging Areas. At EOC levels the Operations Section would contain Branches or Divisions as necessary because of span of control considerations.

OUT-OF-SERVICE RESOURCES: Resources assigned to an incident but unable to respond for mechanical, rest, or personal reasons.

P

PLANNING MEETING: A meeting held as needed throughout the duration of an incident to select specific strategies and tactics for incident control operations and for service and support planning. On larger incidents, the planning meeting is a major element in the development of the Incident Action Plan. Planning meetings are also an essential activity at all SEMS EOC levels.

PLANNING SECTION: (Also referred to as the Planning/Intelligence Section). One of the five primary functions found at all SEMS levels. Responsible for the collection, evaluation, and dissemination of information related to the incident or an emergency, and for the preparation and documentation of the Incident or EOC Action Plan. The section also maintains information on the current and forecasted situation and the status of resources assigned to the incident. At the SEMS Field response level, the Section will include the Situation Resource, Documentation, and Demobilization Units, as well as technical specialists. Other units may be added at the EOC level.

PLANNING ZONE: Planning Zone: A subdivision of a county consisting of: 1) a city; 2) a city and its sphere of influence in adjacent unincorporated areas; 3) a portion of the unincorporated area of a county; 4) a military installation; 5) a state facility such as a correctional institution. Zoning simplifies the process of collecting and compiling data according to geographical location.

POLITICAL SUBDIVISION (State Definition): Includes any city, city and county, county, district or other local governmental agency or public agency authorized by law.

PROCUREMENT UNIT: Functional Unit within the Finance/Administration Section responsible for financial matters involving vendor contracts.

PROTECTION FACTOR (PF): A number used to express the relationship between the amount of fallout gamma radiation that would be received by an unprotected person and the amount that would be received by a person in a shelter. Occupants of a shelter with a PF of 40 would be exposed to a dose rate 1/40th (2-112%) of the rate to which they would be exposed if unprotected.

PUBLIC INFORMATION OFFICER (PO): The individual at Field or EOC level that has been delegated the authority to prepare public information releases and to interact with the media. Duties will vary depending on the agency and SEMS level.

R

RADIOACTIVE FALLOUT: The process or phenomenon of the gravity caused fallback to the earth's surface of particles contaminated with radioactive materials from a cloud of this matter formed by a nuclear detonation. The term is also applied in a collective sense to the contaminated particulate matter itself. The early (or local) fallout is defined, somewhat arbitrarily, as those particles, which reach the earth within 24 hours after a nuclear explosion. Delayed (worldwide) fallout consists of the smaller particles, which ascend into the upper troposphere and into the stratosphere and are carried by the winds to all part of the earth. Delayed fallout is brought to earth mainly by rain or snow, over extended periods ranging from months to years with relatively little associated hazard.

RADIOLOGICAL PROTECTION: The organized effort, through warning, detection, and preventive and remedial measures, to minimize the effect of nuclear radiation on people and resources.

RADIOLOGICAL OFFICER (RO): An individual assigned to an Emergency Management Staff who is responsible for radiological protection operations. The RO is the principal advisor to the Director/Coordinator and other officials on matters pertaining to radiological protection operations.

RADIOLOGICAL MONITOR: An individual trained to measure, record, and report radiation exposure and exposure rates; provide limited field guidance on radiation hazards associated with operations to which he is assigned; and perform operator's checks and maintenance on radiological instruments.

RECEPTION AND CARE CENTER: A facility established in a reception area to receive and process incoming relocatee's, and assign them to lodging facilities, and provide them with information on feeding, medical care, and other essential services.

RECEPTION AREA: An area which, through a hazard analysis and related preparedness planning, is pre-designated to receive and care for (or provide basic needs for) persons displaced from a hazard area. Example: An area at the periphery of a dam failure inundation area, which can accommodate evacuated persons in the event of need

RECORDERS: Individuals within ICs or EOC organizational units who are responsible for recording information. Recorders may be found in Planning, Logistics, and Finance/Administration.

REGION EMERGENCY OPERATIONS CENTER (REOC): Facilities found at State OES Administrative Regions. REOCs are used to coordinate information and resources among Operational Areas and between the operational areas and the State level.

RELOCATEE: An individual who is relocated from a hazard area to a reception area with the possibility of not returning.

REMEDIAL MOVEMENT: The post-attack or post-event movement of people to better protected facilities or less hazardous areas.

REMEDIAL OPERATIONS: Actions taken after the onset of an emergency situation to offset or alleviate its effects.

REPORTING LOCATIONS: Specific locations or facilities at the incident, where incoming resources can check-in. See Check-In,

RESCUE GROUP: Two or more rescue teams responding as a unified group under supervision of a designated group leader.

RESCUE HEAVY: Rescue requiring heavy lifting, prying or cutting and/or consisting of several tasks which require involvement of two or more teams working concurrently.

RESCUE, LIGHT: Rescue not requiring use of heavy lifting, prying, or cutting operations and not more than one rescue team to accomplish in one hour.

RESCUE TEAM: For or five personnel organized to work as a unit. One member is designated team leader.

RESCUE VEHICLE, HEAVY: A mobile unit equipped to support two or more rescue teams involved in heavy rescue operations.

RESCUE VEHICLE, LIGHT: Automobile unit equipped to support one rescue team involved in light rescue operations.

RESOURCES: Personnel and equipment available, or potentially available, for assignments to incidents or EOC's. Resources are described by kind and type, and may be used in tactical support or supervisory capacities at an incident or EOC.

RESOURCES UNIT: Functional unit within the Planning Section at the SEMS Field level responsible for recording the status of resources committed to the incident. The unit also evaluates resources currently committed to the incident. The unit also evaluates resources currently committed to the incident, the impact that additional responding resources will have on the incident, and anticipated resource needs.

S

SAFETY OFFICER: A member of the Command Staff at the incident or within the EOC responsible for monitoring and assessing safety hazards or unsafe situations, and for developing measures for ensuring personnel safely. The Safety Officer may have assistants.

SEARCH: Systematic investigation of area or premises to determine the presence and/or location of persons entrapped, injured, immobilized or missing.

SEARCH DOG TEAM: A skilled dog handler with one or more dogs trained especially for finding persons entrapped sufficiently to preclude detection by sight or sound. (NOTE: Search dogs are usually owned by their handler.)

SECTION: That organization level with responsibility for a major functional area of the incident or at an EOC. i.e., Operations, Planning, Logistics.

SECTION CHIEF: The ICs title for individuals for command of functional sections: Operations; Planning / Intelligence; Logistics; and Finance/Administration. At the EOC level, the position title will be Section Coordinator.

SELF-HELP: A concept describing self-reliance within an adverse environment and limited or no external assistance.

SENSITIVE FACILITIES: Facilities in reception areas that will not normally be used as lodging facilities for relocatee's. These facilities are either considered unsuitable or are required for essential activities (food establishments, fire stations, banks, radio stations, service stations, etc.). However, if any of these facilities provide adequate protection against radioactive fallout, they may be used as fallout shelters.

SERVICE: An organization assigned to perform a specific function during an emergency. It may be one department or agency if only that organization is assigned to perform the function, or it may be comprised of two or more normally independent organizations grouped together to increase operational control and efficiency during the emergency.

SERVICE BRANCH: A branch within the Logistics Section, responsible for service activities at the incident. Includes the Communications, Medical and Food Units.

SHELTER COMPLEX: A geographic grouping of facilities to be used for fallout shelter when such an arrangement serves planning, administrative, and/or operational purposes. Normally, a complex will include a maximum of 25 individual shelter facilities, within a diameter of about 1/2 mile

SHELTER MANAGER: An individual who provides for the internal organization, administration, and operation of a shelter facility.

SINGLE RESOURCE: An individual, a piece of equipment and its personnel complement (crew), or a crew or team of individuals with an identified work supervisor that can be used on an incident.

SITUATION UNIT: Functional Unit within the Planning Section responsible for the collection, organization, and analysis of incident status information, and for analysis of the situation as it progresses. The Unit Leader reports to the Planning Section Chief.

SPAN OF CONTROL: The supervisory ratio maintained within an ICS or EOC organization. A span of control of five positions reporting to one supervisor is considered optimum.

SPECIAL DISTRICT: A unit of local government (other than a city, county, or city and county) with authority or responsibility to own, operate or maintain a project (as defined in California Code of Regulations 2900(s)) for the purposes of natural disaster assistance. This may include a Joint Powers authority established under section 6500 et seq. of the Code.

STAGING AREA: Staging areas are locations set up at an incident where resources can be placed while waiting a tactical assignment Staging Areas are managed by the Operations Section.

STAGING AREA MANAGERS: Individuals within ICs organizational units that are assigned specific managerial responsibilities at staging areas. (Camp Manager)

STANDARDIZED EMERGENCY MANAGEMENT SYSTEM (SEMS): A system required by California Government Code for managing response to multi-agency and multi-jurisdiction emergencies in the State of California. SEMS consists of five organizational levels, which are activated as necessary: Field Response, Local Government, Operational Area, Region, and State. The State of California's designated emergency management, structure for all government agencies, jurisdictions and Districts mandated by law. Failure to comply with this law may result in the loss of all State and Federal Funding for expenses incurred while dealing with a natural or manmade disaster.

STANDING OPERATING PROCEDURE (SOP): A set of instructions having the force of a directive, covering those features of operations which lend themselves to a definite or standardized procedure without loss of effectiveness.

STATE AGENCY: Any department, division, independent establishment, or agency of the executive branch of the state government,

STATE COORDINATING OFFICER (SCO) (Federal Definition): The person appointed by the Governor to act for the State in cooperation with the Federal Coordinating Officer.

STATE EMERGENCY ORGANIZATION: The agencies, boards, and commissions of the executive branch of state government and affiliated private sector organizations.

STATE EMERGENCY PLAN: The State of California Emergency Plan as approved by the Governor.

STATE OF EMERGENCY: The duly proclaimed existence of conditions of disaster or of extreme peril to the safety of persons and property within the state caused by such conditions as air pollution, fire, flood,

storm, epidemic, riot, or earthquake or other conditions, other than conditions resulting from a labor controversy, or conditions causing a 'state of war emergency', which conditions, by reason of their magnitude, are or are likely to be beyond the control of the services, personnel, equipment, and facilities of any single county, city and county or city and require the combined forces of a mutual aid region or regions to combat.

STATE OF WAR EMERGENCY (State Definition): The condition which exists immediately with or without a proclamation thereof by the Governor, whenever the state or nation is directly attacked by an enemy of the United States, or upon the receipt by the state of a warning from the federal government that such an enemy attack is probable or imminent

STATE OPERATIONS CENTER (SOC): A facility established by Cal EMA Headquarters for the purpose of coordinating and supporting operations within a disaster area, and controlling the response efforts of state and federal agencies in supporting local governmental operations. The SOC will be staffed by representatives of state and federal agencies and private organizations, and will have the capability of providing a communications link to a Joint Emergency Operating Center established on the periphery of a disaster area and to any Mobile Emergency Operating Centers established in the disaster area. It operates at the State Level in SEMS.

STAY-PUT: A resident in a hazardous or potentially hazardous area who refuses to relocate during a directed relocation, or who is too ill or infirm to be evacuated.

STRATEGY: The general plan or direction selected to accomplish incident or EOC objectives.

SUPPLY UNIT: Functional unit within the Support Branch of the Logistics Section responsible for ordering equipment and supplies required for incident operations.

SUPPORT BRANCH: A branch within the Logistics Section responsible for providing personnel, equipment and supplies to support incident operations. This includes the Supply, Facilities and Ground Support Units.

SUPPORT RESOURCES: Non-tactical resources under the supervision of the Logistics, Planning, Finance / Administration Sections of the Command Staff.

SUPPORTING MATERIALS: Refers to the several attachments that may be included with an incident Action Plan. (i.e. Communications Plan, map, safety plan, traffic plan, and Medical Plan).

T

TACTICAL DIRECTION: Direction given by the Operations Section Chief at the SEMS Field Level which includes the tactics appropriate for the selected strategy, the selection and assignment of resources, tactics implementation, and performance monitoring for each operational period.

TASK FORCE: A combination of single resources assembled for a particular tactical need, with common communications and a leader.

TEAM: See Single Resource.

TECHNICAL SPECIALISTS: Personnel with special skills that can be used anywhere within the ICs or EOC organization.

TIME UNIT: Functional unit within the Finance/Administration Section responsible for recording time for incident or EOC personnel and hired equipment.

TRAFFIC CONTROL POINT (TCP): Places along movement routes that are manned by emergency personnel to direct and control the flow of traffic.

TYPE: Refers to resource capability A Type 1 resource provides a greater overall capability due to power, size, capacity, etc., than would be found in a Type 2 resource. Resource Typing provides managers with additional information in selecting the best resource for the task.

U

UNIFIED AREA COMMAND: A Unified Area Command is established when incidents under an Area Command are multi-jurisdictional. (See Area Command and Unified Command).

UNIFIED COMMAND: In ICS, Unified Command is a unified team effort which allows all agencies with responsibility for the incident, either geographical or functional, to manage an incident by establishing a common set of incident objectives and strategies. This is accomplished without losing or abdicating agency authority, responsibility, or accountability.

UNIT: An organizational element having functional responsibility. Finance/Administration sections and can be used in operations for some applications. Units are also found in EOC organizations.

UNITY OF COMMAND: The concept by which each person within an organization reports to one and only one designated person.

V

VOLUNTEERS: Individuals who make themselves available for assignment during an emergency. These people may or may not have particular skills needed during emergencies and may or may not be part of a previously organized group.