

GLOSSARY OF TERMS

Bioterrorism: The deliberate release of viruses, bacteria, or other germs (agents) used to cause illness or death in people, animals, or plants.

Catastrophic Incident: Any natural or man-made incident, including terrorism, that results in extraordinary levels of mass casualties, damage, or disruption severely affecting the population.

Census: The count of residents, staff, or a combination of both.

Community Emergency Response Team: An empowerment of local citizens to react immediately following a disaster. CERT training seeks to accomplish four goals 1) present citizens the facts about what to expect following a major disaster in terms of immediate services; 2) give the message about their responsibility for mitigation and preparedness; 3) train them in needed life saving skills with emphasis on decision-making skills, rescuer safety, and doing the greatest good for the greatest number; and, 4) organize teams so that they are an extension of first responder services offering immediate help to victims until professional services arrive.

Emergency Operations Plan: EOP, documents that describe principles, policies and methods to be applied in carrying out emergency operations and rendering mutual aid during emergencies, including such elements as continuity of government, emergency functions of government agencies, mobilization of resources, and public information.

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.

Hazard Analysis/Risk Assessment/Risk Analysis: A process to determine the nature and extent of risk by analyzing potential hazards and evaluating existing conditions of vulnerability/capacity that could pose a potential threat or harm to people, property, livelihoods and the environment on which they depend.

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

Incident Command Post: Signifies the physical location of the tactical-level, on-scene incident command and management organization.

Incident Command System: 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 responsibility for the management of resources to effectively accomplish stated objectives pertinent to an incident.

Job Action Sheets: Tools used by staff during emergencies to provide steps or actions needed immediately. The planning team should determine what those steps are, and the order they should be done.

Major Disaster: As defined by the Stafford Act, any natural catastrophe (including any hurricane, tornado, storm, high water, wind-driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, or drought) or, regardless of cause, any fire, flood, or explosion, in any part of the United States, which in the determination of the President causes damage of sufficient severity and magnitude to warrant major disaster assistance under this act 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. The President has the authority to declare such a disaster.

Mass Shelters

Memorandum of Understanding: a legal document outlining the terms and details of an agreement between parties, including each party's requirements and responsibilities. The MOU is often the first stage in the formation of a formal contract. An MOU is far more formal than a handshake and is given weight in a court of law should one party fail to meet the obligations of the memorandum.

Mitigate: Activities designed to reduce or eliminate risks to persons or property to lessen the actual or potential effects of an incident. Mitigation measures may be implemented prior to, during, or after an emergency incident. Mitigation measures are often developed in accordance with lessons learned from prior incidents.

Mutual Aid Agreement: Written agreement between agencies or organizations that they will assist one another on request by providing personnel, equipment and/or a sheltering location.

National Oceanic and Atmospheric Administration: NOAA operates the National Weather Service (NWS), which issues weather forecasts and announcements. They promote Weather Radios for complete emergency weather information.

- **NOAA:** <http://www.noaa.gov>
- **National Weather Service:** <http://www.weather.gov/>

Office of Emergency Management: Local Offices of Emergency Management differ among jurisdictions. There may be offices at the town, city or county level that reside within public safety agencies (i.e., the fire department or law enforcement agency). To find a local OEM, visit www.fema.gov; select Regional Offices; then choose a state; the State Offices and Agencies of Emergency Management are linked at the bottom of the page. The State OEM will then provide a list of local offices and agencies of emergency management. The local OEM is responsible for understanding how different disasters will affect local jurisdictions. The local OEM will coordinate the disaster mitigation, preparedness, response, and recovery efforts of public and private entities within a locality. When activated by an emergency event, the local Office of Emergency Management often becomes the local Emergency Operations Center.

Preparedness: The range of deliberate, critical tasks and activities necessary to build, sustain, and improve the operational capability to prevent, protect against, respond to, and recover from domestic incidents. Preparedness is a continuous process involving efforts at all levels of government and between government and private-sector and nongovernmental organizations to identify threats, determine vulnerabilities and identify require resources.

Prevention: Actions to avoid an incident, to intervene to stop an incident from occurring, or to mitigate an incident's effects. It involves actions to protect lives and property and to defend against attacks. It involves applying intelligence and other information to a range of activities that may include such countermeasures as deterrence operations; heightened inspections; improved surveillance and security operations; investigations to determine the full nature and source of the threat; public health surveillance, and testing processes; immunizations, isolation, or quarantine; and law enforcement operations aimed at deterring, preempting, interdicting, or disrupting illegal activity.

Private Sector: Organizations and entities that are not part of any governmental structure. Includes for-profit and not-for-profit organizations, formal and informal structures, commerce and industry, private emergency response organizations, and private voluntary organizations.

Record of Changes: A document that shows when changes have been made to EOPs, what the changes were, and who made them.

Recovery: Those long-term activities and programs beyond the initial crisis period of an emergency or disaster and designed to return all systems to normal status or to reconstitute these systems to a new condition that is less vulnerable.

Risk: A measure of the probability of damage to life, property, and/or the environment, which could occur if a hazard manifests itself, including the anticipated severity of consequences to people. Risk = Likelihood x Consequence.

Risk Assessment/Risk Analysis: A process to determine the nature and extent of risk by analyzing potential hazards and evaluating existing conditions of vulnerability/capacity that could pose a potential threat or harm to people, property, livelihoods and the environment on which they depend.

Standard Operating Procedures: SOP; A set of instructions having the force of a directive, covering those features of operations that lend themselves to a definite or standardized procedure. Standard operating procedures support all parts of the EOP by indicating how a particular task will be carried out.

Staging Area: an area where equipment, personnel, or other emergency response materials are stored or kept until needed elsewhere or deployed. This is a safe area out of harms way.

Surge Planning: A method of planning for huge emergencies; calculating how many people may be in need of emergency services, equipment, etc.

Terrorism: The calculated use of unlawful violence or threat of unlawful violence to inculcate fear; intended to coerce or to intimidate governments or societies in the pursuit of goals that are generally political, religious, or ideological.

Weather Radio, NOAA: A nationwide network of radio stations broadcasting continuous weather information directly from a nearby National Weather Service office. NOAA Weather Radio broadcasts National Weather Service warnings, watches, forecasts and other hazard information 24 hours a day.