

Resource C: Glossary of Key Terms and Acronyms

For the purposes of the National Incident Management System, the following terms and definitions apply.

- **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.
- **EMERGENCY:** Any natural or man-made situation that results in or may result in substantial injury or harm to the population or substantial damage to or loss of property.
- **EMERGENCY OPERATIONS CENTERS (EOCs):** Also called Expanded Dispatch, Emergency Command and Control Centers, etc. EOCs are used in varying ways at all levels of government and within private industry to provide coordination, direction, and control during emergencies. EOC facilities can be used to house Area Command and MACS activities as determined by agency or jurisdiction policy.
- **EMERGENCY OPERATIONS PLAN (EOP):** The plan that each jurisdiction has and maintains for responding to appropriate hazards.
- **EVACUATION:** Organized, phased, and supervised dispersal of civilians from dangerous or potentially dangerous areas, and their reception and care in safe areas.
- **FEDERAL RESPONSE PLAN (FRP):**
 - The plan designed to address the consequences of any disaster or emergency situation in which there is a need for federal assistance under the authorities of the Robert T. Stafford Disaster Relief and Emergency Assistance Act, 42 U.S.C. 5121 et seq.
 - The FRP is the federal government's plan of action for assisting affected states and local jurisdictions in the event of a major disaster or emergency.
- **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 needs. First responders may include federal, state, or local responders.

- **FUNCTIONAL AREA:** A major grouping of the functions and tasks that agencies perform in carrying out awareness, prevention, preparedness, response, and recovery activities.
- **HOMELAND SECURITY PRESIDENTIAL DIRECTIVE-5 (HSPD-5):** A presidential directive issued on February 28, 2003, and intended to enhance the ability of the United States to manage domestic incidents by establishing a single, comprehensive national incident management system.
- **INCIDENT:** An occurrence, either man-made or natural phenomena, that requires action by emergency service personnel to prevent or minimize loss of life or damage to property and/or natural resources.
- **INCIDENT COMMAND POST (ICP):** The location at which the primary command functions are executed. The ICP may be co-located with the incident base or other incident facilities.
- **INCIDENT COMMAND SYSTEMS (ICS):** A 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. Some jurisdictions use the term Incident Management Systems (IMS) to describe such an organization. For purposes of the NIMS, the terms are intended to be synonymous.
- **INCIDENT MANAGER (IC):** The individual responsible for the management of all incident operations at the incident site.
- **JOINT OPERATIONS CENTER (JOC):** Following a significant terrorist threat or an actual incident that falls within the criminal jurisdiction of the United States, the FBI, acting on behalf of the Department of Justice (DOJ), will establish a Joint Operations Center, depending on the size and complexity of the incident, to bring together the necessary investigative/law enforcement assets to respond to and resolve the threat or incident.
- **LIFE-CYCLE OPERATIONS:** Examples of mechanisms for awareness, prevention, preparedness, response, and recovery include:
 - Threat, risk, and vulnerability assessments;
 - Information management and intelligence coordination;
 - Grant assistance; and
 - A national training and exercise system.

- **MAJOR DISASTER:** As defined under 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 the Stafford 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 by the disaster.
- **MITIGATION:** Those activities designed to alleviate the effects of a major disaster or long-term emergency or long-term activities to minimize the potentially adverse effects of a future disaster in affected areas.
- **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.
- **NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS):** A system mandated by HSPD-5 that provides a consistent nationwide approach for federal, state, and local governments 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, and local capabilities, the NIMS includes a core set of concepts, principles, and terminology. HSPD-5 identifies these as the incident command system; multi-agency coordination systems; unified command; training; identification and management of resources (including systems for classifying types of resources); qualifications and certifications; and the collection, tracking, and reporting of incident information and incident resources.
- **FEDERAL RESPONSE PLAN (FRP):** A plan mandated by HSPD-5 that integrates federal government domestic awareness, prevention, preparedness, response, and recovery plans into one all-discipline, all-hazards plan.
- **OFFICE OF EMERGENCY MANAGEMENT (OEM):** The office at state and local levels where all emergency management functions are housed and coordinated.

- **PREPAREDNESS:** The activities necessary to build and sustain performance across all of the other domains. Preparedness is part of the life cycle of a specific incident in that it includes the range of deliberate, time-sensitive tasks that need to occur in the transition from prevention to response. Preparedness can also be characterized as a continuous process or cycle. Preparedness involves efforts at all levels of government and within the private sector to identify risks or threats, to determine vulnerabilities, to inventory resources available to address those vulnerabilities, and to identify requirements or shortfalls, resulting in a preparedness plan to remedy shortfalls over time.
- **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:** Non-governmental organizations, including voluntary organizations, provide essential services to victims regardless of their eligibility for federal or state assistance. Volunteers enhance community coordination and action at both the national and local levels.
- **PUBLIC INFORMATION OFFICER (PIO):** Official at headquarters or in the field responsible for preparing and coordinating the dissemination of public information in cooperation with other responding federal, state, and local agencies.
- **RECOVERY:** Those actions necessary to restore the community back to normal and to bring the perpetrators of an intentional incident to justice. It entails the development, coordination, and execution of service- and site-restoration plans; the reconstitution of government operations and services; individual, private-sector, and public assistance programs to provide housing and to promote restoration; long-term care and treatment of affected persons; additional measures for social, political, environmental, and economic restoration; evaluation of the incident to identify lessons learned; post-incident

reporting; and development of initiatives to mitigate the effects of future incidents.

- **RESPONSE ACTIVITIES:** To address the immediate and short-term effects of an emergency or disaster. Response includes immediate actions to save lives, protect property, and meet basic human needs.
- **RESOURCES:** All personnel and major sources of equipment, supplies, and facilities available, or potentially available, for assignment to incident or event tasks on which status is maintained.
- **RESOURCE MANAGEMENT:** Efficient incident management requires a system to identify available resources at all intergovernmental levels in order to enable timely and unimpeded access to resources needed to prepare for, respond to, or recover from an incident. Resource management under the NIMS includes mutual-aid agreements, the use of special federal teams, and resources mobilization protocols.
- **STAGING AREA:** Staging areas are locations set up at an incident where resources can be placed while awaiting a tactical assignment. Staging areas are managed by the Operations Section.
- **TERRORISM:** Terrorism includes the unlawful use of force or violence against persons or property to intimidate or coerce a government, the civilian population, or any segment thereof, in furtherance of political or social objectives.
- **UNIFIED COMMAND:** An application of ICS used when there is more than one agency with incident jurisdiction. Agencies work together through their designated Incident Commanders at a single ICP to establish a common set of objectives and strategies, and a single Incident Action Plan.
- **UNIFIED AREA COMMAND:** A Unified Area Command is established when incidents under an Area Command are multi-jurisdictional.
- **VOLUNTEER:** Any individual accepted to perform services by the lead agency, which has authority to accept volunteer services (examples: See 16 U.S.C. 742f(c)). A volunteer is subject to the provisions of the authorizing statute and the NCP.
- **WEAPON OF MASS DESTRUCTION (WMD):** A WMD is any device, material, or substance used in a manner, in a quantity or type, or under circumstances evidencing intent to cause death or serious injury to persons or significant damage to property.

List of Acronyms

AAA	Area Agencies on Aging
AoA	Administration on Aging
BCP	Business Continuity Planning
CDC	Centers for Disease Control
CDE	Community Disaster Education
CEM	Comprehensive Emergency Management
CEMP	Comprehensive Emergency Management Plans
DHHS	Department of Health and Human Services
DHS	Department of Homeland Security
ECO	Emergency Coordinating Officer
EOC	Emergency Operations Center
EOP	Emergency Operations Plans
EPA	Environmental Protection Agency
ESF	Emergency Service Function
FDA	Food and Drug Administration
FEMA	Federal Emergency Management Agency
HAZMAT	Hazardous Material
HIS	Indian Health Services
HSPD-5	Homeland Security Presidential Directive-5
IC	Incident Commander
ICP	Incident Command Post
ICS	Incident Command System
I&R/A	Information & Referral/ Assistance Services
JOC	Joint Operations Center
NIMS	National Incident Management System
NRP	National Response Plan
NSA	National Security Agency
OAA	Older Americans Act
OEM	Offices of Emergency Management
OMB	Office of Management and Budget
PDA	Preliminary Damage Assessment
PIO	Public Information Officer
SBA	Small Business Administration
SUA	State Units on Aging
VOAD	Voluntary Organizations Active in Disaster
USCG	United States Coast Guard
WMD	Weapons of Mass Destruction