

## Appendix 18: Glossary

### Acronyms

AAR	After Action Report
ACU	Audio Control Unit (There is an ACU 1000 in the MCU.)
ADEM	Arizona Department of Emergency Management
AEC	Assistant Emergency Coordinator
AEOC	Alternate Emergency Operations Center
ALS	Advanced Lifecare Specialist
APCO	Association of Public Safety Communications Officials
APRS	Automatic Position Reporting System
ARES	Amateur Radio Emergency Service
ARRL	Amateur Radio Relay League
AZDEM	Arizona Department of Emergency Management
BIA	Bureau of Indian Affairs
BLM	Bureau of Land Management
CAP	Civil Air Patrol
CARA	Cochise Amateur Radio Association
CCP	Casualty Collection Point
CCSO	Cochise County Sheriff's Office
CFR	Code of Federal Regulations
CO	City Officer
COML	Communications Unit Leader
COMT	Communications Technician
CRO	County RACES Officer
CTCSS	Continuous Tone-Coded Squelch System
CW	County Wide
CW	Continuous Wave (Morse Code)
DAC	Disaster Assistance Center
DCA	Deputy Chief Administration
DEC	District Emergency Coordinator
DEMA	Department of Emergency and Military Affairs
DFO	Disaster Field Office
DPS	Department of Public Safety
DRO	Deputy RACES Officer
DSA	Disaster Support Area
DSR	Disaster Survey Report
DSW	Disaster Service Worker
DWI	Disaster Welfare Inquiry

EAS	Emergency Alert System
EC	Emergency Coordinator
ECC	Emergency Command Center
EMA	Emergency Management Area
EOC	Emergency Operations Center
EOP	Emergency Operations Plan
EPI	Emergency Public Information
ESF	Emergency Support Function (Example ESF-2 is the Communications function.)
ESR	Emergency Services Region
FCC	Federal Communications Commission
FCO	Federal Coordinating Officer
FEMA	Federal Emergency Management Agency
FEOC	Field Emergency Operations Ctr.
FIPS	Five-digit Federal Information Processing Standards code (Cochise County is 04003.)
FSD	Field Support Division
GAR	Governor's Authorized Rep.
HF	High Frequency
HMC	Hazard Mitigation Coordinator
I/O	Input / Output (There is an I/O panel in the MCU for attaching external antennas.)
IAP	Incident Action Plan
IC	Incident Commander
ICP	Incident Command Post
ICS	Incident Command System
ID	Identification
IPAWS	Integrated Public Alert and Warning System (The nation's alert and warning infrastructure. During an emergency, alert and warning officials need to provide the public with life-saving information quickly. EAS is a component.)
JEOC	Joint Emergency Operations Center
LEPC	Local Emergency Planning Committee
LGAC	Local Government Advisory Committee
LHMC	Local Hazard Mitigation Coordinator
LKP	Last Known Point (Used in SAR operations) located in City of XXXX)
LZ	Landing Zone
MACS	Multi-agency Coordination System
MARS	Military Auxiliary Radio System
MCT	Mobile Communications Trailer

MCU	Mobile Communications Unit
MI	Military Intelligence
MOA	Memorandum of Agreement
MOU	Memorandum of Understanding
MRE	Meals-Ready to Eat
MSA	Multipurpose Staging Area
NCP	Nuclear Civil Protection
NDAA	Natural Disaster Assistance Act
NFIP	National Flood Insurance Program
NIFOG	National Interoperability Field Operations Guide, Published by Dept of Homeland Security, Office of Emergency Communications
NWS	National Weather Service
OA	Operational Area
OES	Office of Emergency Services
PEOC	Primary Emergency Operations Center (Cochise County's Primary EOC is located in the City of Sierra Vista at the SEACOM)
PF	Protection Factor
PIO	Public Information Officer
PL	Private Line (Motorola term for tone encoding)
PPE	Personal Protective Equipment
RACES	Radio Amateur Civil Emergency Service
REOC	Regional Emergency Operations Center
RICP	Regional Interoperations Communications Plan
RO	Radiological Officer
RV	Recreational Vehicle
Rx/Tx	Receive/Transmit
SAR	Search and Rescue
SAT	Sheriff's Assist Team
SCO	State Coordinating Officer
SEACOM	South Eastern Arizona Communications Center located in Sierra Vista
SEOC	State Emergency Operations Center.
SHMC	State Hazard Mitigation Coordinator
SOP	Standard Operating Procedure
TAP	Transportation Access Point
TCP	Traffic Control Point
TICP	Tactical Interoperations Communications Plan
TSR	Technical Services Representative
USFS	US Forest Service

## **Glossary**

The following terms relate primarily to the Incident Command System (ICS) and are included to assist you in becoming familiar with this terminology.

**Action Plan:** The plan prepared in the Emergency Operations Center (EOC) containing the emergency response objectives of that incident 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 a response plan as appropriate to the scope of the emergency and the agency's role in response to the emergency.

**After Action Report (AAR):** A report covering response actions, modifications to plans and procedures, training needs, and recovery activities. After action reports are required under ICS after any emergency that requires a declaration of an emergency. Reports are required within 10 days.

**Agency:** An agency is a division of government with a specific function, or a nongovernmental organization (e.g., 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 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 that agency's participation at the incident or at the EOC. Agency Representatives report to the Liaison Officer at the incident or to the Liaison Officer at ICS EOC levels.

**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.

**Allocated Resources:** Resources dispatched to an incident.

**Area Command:** An organization established to: 1) oversee the management of multiple incidents that are each 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.

**Assisting Agency:** An agency directly contributing tactical or service resources to another agency.

**Available Resources:** Incident-based resources, which are available for immediate assignment.

**Base:** The location at an incident at which primary logistics functions for an incident are coordinated and administered. There is only one Base per incident. (Incident name or other designator will be added to the term "Base.") The Incident Command Post may be collocated with the Base.

**Branch:** The organizational level at the 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 (e.g., medical, security, etc.). Branches are also used in the same sequence at the ICS EOC Levels.

**Branch Director:** The ICS title for individuals responsible for supervision of a Branch at the Operational Area Level or at the Field Level.

**Cache:** A pre-determined complement of tools, equipment and/or supplies stored in a designated location, available for incident use. We carry a cache of handheld radios in the MCU.

**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. The responsibility for CCP's rests with the County Health Officer.

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. Check-in locations at the 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 communications transmissions. No Ten Codes or agency specific codes are used when utilizing Clear Text. The use of clear text is particularly important when multiple agencies are responding to the same incident.

Command Staff: The Command Staff at the 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 EOC levels. At the EOC, they would report to the Disaster Corps Commander. At EOCs, the functions may also be established as Sections, or Branches to accommodate subsequent expansion.

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

Command Post: (See Incident Command Post)

Communications Branch: An organizational branch or unit in the Logistics Section responsible for providing communication services at an incident or an EOC. A Communications Branch/Unit may also be a facility (e.g., a 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.

**Cooperating Agency:** An agency supplying assistance other than direct tactical or support functions or resources to the incident control effort (e.g., 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 (which can be either intra- or inter-agency) 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 levels.

**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.

**Delegation of Authority:** A statement provided to the Incident Commander by the Agency Executive delegating authority and assigning 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.

**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 levels above the field response level depending upon 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 EOC levels.

**Dispatch:** As a verb, the implementation of a command decision to move a resource or resources from one place to another. As a noun referring to the communication element that dispatches units in the field.

**Disaster:** An emergency condition of extreme peril to life and/or property, which is or is likely to be beyond local capability to control without assistance from other political entities.

**Disaster Assistance 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. Representatives of local, state, and federal government agencies, private service organizations and certain representatives of the private sector will usually staff it.

**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 (DSW):** Any person registered or unregistered 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 their duties.

**Disaster Support Area (DSA):** A pre-designated facility anticipated being 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 evacuated casualties 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 performed by the American Red Cross that provides health and welfare reports about relatives and certain other individuals believed to be in a disaster area.

**Dispatch Center:** A facility from which resources are assigned to an incident.

**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 Alert System (EAS):** 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 national security emergency, or in some cases, other large disasters. Participation in this system by the broadcast industry is voluntary. During a national security incident, non-participating broadcasters must turn off their transmitters. There is no requirement for participation on the state or local level.

**Emergency Medical Technician (EMT):** A health-care specialist with particular skills and knowledge in pre-hospital emergency medicine.

**Emergency Operations Center (EOC):** A location from which centralized emergency management can be performed. EOC facilities are established by an agency or jurisdiction to coordinate the overall agency or jurisdictional response and support to an emergency.

**Emergency Operations Plans (EOP):** 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.

**Emergency Period:** A period which 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 Response Agency:** Any organization responding to an emergency, or providing mutual aid support to such an organization, 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.

**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 Operations Center (EOC) Action Plan:** The plan developed at EOC levels that contain objectives, actions to be taken, assignments and supporting information for the next operational period.

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 will be used as the management system for a wide range of events, e.g., parades, concerts or sporting events.

Expedient Shelter: Any shelter constructed in an emergency or crisis period on a "crash basis" by individuals, single families, or small groups of families.

Federal Coordinating Officer (FCO) (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, states, or local governments by federal agencies under the provisions of the Federal Disaster Relief Act and other statutory authorities of federal agencies.

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.

Field Operations Guide (FOG): A pocket-size manual of instructions on the application of the Incident Command System. See NIFOG.

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

Functional Element: Refers to a part of the incident, EOC or DOC organization such as section, branch, group or unit.

General Staff: The group of management personnel reporting to the Incident Commander or to the Disaster Corps Commander. They may each have a deputy, as needed. At the Field level, the General Staff consists of:

- Operations Section Chief
- Planning/Intelligence Section Chief
- Logistics Section Chief
- Finance/Administration Section Chief

Governor's 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 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. (See Division.) Groups are located between Branches (when activated) and Resources in the Operations Section.

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. Also see LZ.

Hierarchy of Command: (See Chain of Command.)

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 Action Plan: The plan developed at the field response level, which 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:** 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 Commander:** The individual responsible for the command of all functions at the field response level.

**Incident Command Post (ICP):** 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 responsibility for the management of resources to effectively accomplish stated objectives pertinent to an incident.

**Incident Management Team:** The Incident Commander and appropriate General and Command Staff personnel assigned to an incident.

**Incident Objectives:** Statements 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.

**Incident Communications Center:** The location of the Communications Unit and the Message Center.

**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.

**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 may be staffed by

representatives of select local, state and federal agencies and private organizations and is generally established by the state, i.e., FBI.

**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 (e.g., special district city, county, state or federal boundary lines), or functional (e.g., police department, health department, etc.). (See Multi jurisdiction.)

**Jurisdictional Agency:** The agency having jurisdiction and responsibility for a specific geographical area, or a mandated function.

**Landing Zone (LZ):** (See Helispot.)

**Leader:** The ICS title for an individual responsible for a functional unit, task forces, or teams.

**Liaison Officer:** A member of the Command Staff at the Field level responsible for coordinating with representatives from cooperating and assisting agencies. At the EOC level, the Liaison Officer reports directly to the Disaster Corps Commander.

**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, electrical, communication, and water and sewage systems.

**Limited Mobility Population:** Persons requiring transportation during emergency movement operations.

**Local Emergency Planning Committee (LEPC):** Under the Emergency Planning and Community Right-to-Know Act (EPCRA), Local Emergency Planning Committees (LEPCs) must develop an emergency response plan, review the plan at least annually, and provide information about chemicals in the community to citizens. Committees established by the AZ Department of Emergency Management to provide a forum for the exchange of information between the cities of a Mutual Aid Region. The LEPC 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.

**Local Government:** Means local agencies per Article 3 of the regulations. The Government Code 8680.2 defines local agencies as any city, city and county, county, school district or special district.

**Logistics Section:** One of the five primary functions found at all levels. This the Section responsible for providing facilities, services and materials for the incident or at an EOC.

**Management by Objectives:** In field and EOC levels, this is a top-down management activity, which involves a three-step process to achieve the desired goal. The steps are: establishing the objectives, selection of appropriate strategy(s) to achieve the objectives; and the direction or assignments associated with the selected strategy.

**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 of the continental United States.

**Mass Care Facility:** A location for the provision of temporary lodging, feeding, clothing, registration, welfare inquiry, first aid, and essential social services.

**Master Mutual Aid Agreement:** An agreement entered into by and between the State of Arizona, its various departments and agencies, and the various political subdivision, municipal corporations, and other public agencies of the State of Arizona to assist each other by providing resource 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.

**Media:** They are a means of providing information and instruction to the public. This includes 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:** A functional unit within the Service Branch of the Logistics Section at

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 placed adjacent to it. It receives, records, and routes information to appropriate locations at an incident or within an EOC.

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

**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.

**Multi Jurisdiction 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-Agency or Inter-Agency Coordination:** The participation of agencies and disciplines involved at any level of the 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 Arizona Fire Services.

**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.

**Multipurpose Staging Area (MSA):** A pre-designated location that provides a base for coordinated localized emergency operations. It is a rally point for mutual aid resources coming into an area, and a site for post-disaster population support and recovery activities.

**Mutual Aid Agreement:** 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 upon the mutual aid system.

**Mutual Aid Region:** A mutual aid region is a subdivision of state 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 county (operational) areas.

**Office of Emergency Services:** The Governor's Office of Emergency Services.

**Operational Area:** An intermediate level of the state emergency organization, consisting of a county and all political subdivisions within the county area.

**Operational Period:** The period of time scheduled for 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 levels. This Section is responsible for all tactical operations of the incident, or for the coordination of operational activities at an EOC. The Operations Section at the Field Response Level can include Branches, Divisions and/or Groups, Task Forces, Teams, Single Resources and Staging Areas. At the 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 personnel reasons.

**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 EOC levels.

**Planning Section:** (Also referred to as Planning / Intelligence) One of the five primary functions found at all levels. Responsible for the collection, evaluation, and dissemination of information related to the incident or an emergency, and for the preparation and documentation of Incident or EOC Action Plans. The section also maintains information on the current and forecasted situation, and on the status of resources assigned to the incident. At the 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.

**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 shelter. Occupants of a shelter with a PF of 40 would be exposed to a dose rate 1/40th (2½%) of the rate to which they would be exposed if unprotected.

**Public Information Officer:** 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 upon the agency and level.

**Radio Amateur Civil Emergency Service (RACES):** A volunteer organization whose members are licensed in the Amateur Radio Service and who provide communications support on the amateur bands to government. They operate at the direction of authorized jurisdictional emergency management personnel.

**Radioactive Fallout:** The process or phenomenon of gravity caused fall back 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 parts 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.

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 as assigned; and perform operator checks and maintenance on radiological instruments.

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.

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.

Reception and Care Center: A facility established in an area to receive and process incoming relocatees, and assign them to lodging facilities, and provide them with information on feeding, medical care, and other essential services.

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

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

Reporting Locations Specific: Locations or facilities where incoming resources can check-in at the incident. (See Check-in.)

Resources Unit: A functional unit within the Planning Section at the -field. Response level responsible for recording the status of resources 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.

Resources: Personnel and equipment available, or potentially available, for assignment to incidents or to EOCs. Resources are described by kind and type, and

may be used in tactical support or supervisory capacities at an incident or at EOCs.

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

**Section:** That organization level with responsibility for a major functional area of the incident or at an EOC, e.g., Operations, Planning, Logistics, and Administration/Finance.

**Self-Help:** A concept describing self-reliance and sufficiency within an adverse environment and limited or no external assistance.

**Single Resource:** An individual, a piece of equipment and its personnel complement, or a crew or team of individuals with an identified work Supervisor that can be used on an incident.

**Situation Assessment Branch:** A 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. This branch 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.

**Staging Area Managers:** Individuals within ICS organizational units that are assigned specific managerial responsibilities at Staging Areas (also Camp Manager).

**Staging Area:** Staging Areas are locations set up at an incident where resources can be placed while awaiting a tactical assignment. The Operations Section manages all Staging Areas.

**Standard Operating Procedures (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 (State Definition):** 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 of Emergency (State Definition): 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, drought, sudden and severe energy shortage, plant or animal infestation 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, 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, or with respect to regulated energy utilities, a sudden and severe energy shortage requiring extraordinary measures beyond the authority vested in the Arizona Public Utilities Commission.

State Operations Center (SOC): An EOC facility established by the State Office of Emergency Services 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 government operations.

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

Support Resources: Non-tactical resources under the supervision of the Logistics, Planning, Finance/Administration Sections, or the Command Staff.

Supporting Materials: Refers to the several attachments that may be included with an Incident Action Plan, e.g., communications plan, map, safety plan, traffic plan, and medical plan.

Strike Team: A specified combination of the same kind and type of resources with common communications and a Leader.

**Tactical Direction:** Direction given by the Operations Section Chief at the 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 Strike Team or Single Resource.}

**Technical Specialists:** A Person with special skills that can be used anywhere within ICS or the EOC organization is called a Technical Specialist.

**Time Recording Branch Director:** A functional unit within the Finance/Administration Section responsible for recording time for incident or EOC personnel and hired equipment.

**Traffic Control Points (TCP):** Places along movement routes that are staffed 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.

**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.

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

**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.