

APPENDIX 1 – DEFINITIONS

Agency:

A division of government with a specific function offering a particular kind of assistance. In ICS, agencies are defined either as jurisdictional (having statutory responsibility for incident management) or as assisting or cooperating (providing resources or other assistance).

Agency Representative:

A person assigned by a primary, assisting, or cooperating Federal, State, local, or tribal government agency or private entity that has been delegated authority to make decisions affecting that agency's or organization's participation in incident management activities following appropriate consultation with the leadership of that agency.

Amateur Radio Emergency Services (ARES):

A group of licensed amateur radio operators who have voluntarily registered their services and formed an organized pool of operators to provide reliable primary or secondary communications links for governmental agencies and/or non-profit organizations when needed.

Area Command (Unified Area Command):

An organization established (1) to oversee the management of multiple incidents that are each being handled by an ICS organization or (2) to oversee the management of large or multiple incidents to which several Incident Management Teams have been assigned. Area Command works directly with Incident Commanders. Area Command becomes Unified Area Command when incidents are multi-jurisdictional. Area Command may be established at an EOC facility or at some location other than an ICP.

Area Command has the responsibility to set overall strategy and priorities, allocate critical resources according to priorities, ensure that incidents are properly managed, and ensure that objectives are met and strategies followed. Area Command becomes Unified Area Command when incidents are multijurisdictional. Area Command may be established at an emergency operations center facility or at some location other than an incident command post.

Assessment:

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

Assignments:

Tasks given to resources to perform within a given operational period, based upon tactical objectives in the IAP.

Assistant:

Title for subordinates of principal Command Staff positions. The title indicates a level of technical capability, qualifications, and responsibility subordinate to the primary positions. Assistants may also be assigned to unit leaders.

Assisting Agency:

An agency or organization providing personnel, services, or other resources to the agency with direct responsibility for incident management. See also Supporting Agency.

Available Resources:

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

Awareness:

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

Back Translation:

When a document is translated and a second, independent translator translated the document back to English to check that the appropriate meaning has been conveyed.

Branch:

The organizational level having functional or geographical responsibility for major aspects of incident operations. A branch is organizationally situated between the section and the division or group in the Operations Section, and between the section and units in the Logistics Section. Branches are identified by the use of Roman numerals or by functional area.

Care Center:

A public or private facility that is pre-designated and managed by the American Red Cross during an emergency, where evacuated or displaced persons are housed and fed.

Catastrophe:

An event, expected or unexpected, in which a community, because of the severity of the event, is unable to use its resources; or the need for resources has greatly exceeded availability; and the social or economic structure of the community has been disrupted; and the fulfillment of the community's essential functions are prevented, and the community is incapable of responding to or recovering from the effects of the event without massive and prolonged outside help.

Chain of Command:

A series of command, control, executive, or management positions in hierarchical order of authority.

Check-In:

The process through which resources first report to an incident. Check-in locations include the incident command post, Resources Unit, incident base, camps, staging areas, or directly on the site.

Chief:

The ICS title for individuals responsible for management of functional sections: Operations, Planning, Logistics, Finance/Administration, and Intelligence (if established as a separate section).

Code of Federal Regulations (CFR):

The code contains Presidential executive orders and regulations based on those orders, federal laws, and other federal regulations.

Command:

The act of directing, ordering, or controlling by virtue of explicit statutory, regulatory, or delegated authority.

Command Post:

A designated and visible location where the Incident Commander and/or command staff perform their functions. A stationary and identifiable area is needed so that representatives of coordinating agencies and emergency responders can find the Incident Commander.

Command Staff:

In an incident management organization, the Command Staff consists of the Incident Commander and the special staff positions of Public Information Officer, Safety Officer, Liaison Officer, and other positions as required, who report directly to the Incident Commander. They may have an assistant or assistants, as needed.

Common Operating Picture:

A broad view of the overall situation as reflected by situation reports, aerial photography, and other information or intelligence.

Communications Unit:

An organizational unit in the Logistics Section responsible for providing communication services at an incident or an EOC. A Communications Unit may also be a facility (e.g., a trailer or mobile van) used to support an Incident Communications Center.

Comprehensive Emergency Management Network (CEMNET):

A dedicated 2-way Very High Frequency (VHF) low-band radio system, which provides direction and control capability for state and local jurisdictions for administrative use during an emergency or disaster. This is an emergency management net belonging to and managed by the Washington State Military Department, Emergency Management Division.

Comprehensive Emergency Management:

See Emergency Management.

Cooperating Agency:

An agency supplying assistance other than direct operational or support functions or resources to the incident management effort.

Coordinate:

To advance systematically an analysis and exchange of information among principals who have or may have a need to know certain information to carry out specific incident management responsibilities.

Crisis Management:

Per the National Strategy for Homeland Security, July 2002, and Homeland Security Presidential Directive/HSPD-5, with regard to domestic incidents, the United States Government treats crisis management and consequence management as a single integrated function (referred to as “domestic incident management”) rather than as two separate functions. Previous definitions of crisis management are not used in the NIMS

Damage Survey Reports (DSR's):

A description of the disaster damage caused to property of a state or local government and estimated repair costs based upon Federal Emergency Management Agency (FEMA) eligibility criteria. Damage Survey Reports establish the basis of an eligible claim for a financial grant under the FEMA Public Assistance Program.

Damage Survey Report (DSR) Teams:

Teams composed of federal, state and local jurisdiction experts, typically architects or engineers, who conduct detailed on-site inspections of disaster damage caused to property of state or local jurisdictions. The team determines costs and categories of repair work needed for damages offered. The results are used in the preparation of DSRs, which are used in conjunction with a Presidential Disaster Declaration.

Decontamination:

The removal or covering of radioactive or toxic chemical contamination from a structure, area, object, or person to reduce the radiation or toxic hazard.

Department of Natural Resources (DNR) Emergency Coordination Center:

The site where DNR’s Emergency Management Teams accomplish the duties assigned in their emergency plan. Their primary office is in Olympia.

Deputy:

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 can be assigned to the Incident Commander, General Staff, and Branch Directors.

Direct Effects:

The effect classified as “direct” includes flash, blast, thermal radiation, electromagnetic pulse, and initial nuclear radiation.

Disaster Application Center (DAC):

A temporary facility where, under one roof, representatives of federal agencies, local and state governments, and voluntary relief organizations can process applications from individuals, families, and businesses.

Disaster:

An event, expected or unexpected, in which a community's available, pertinent resources are expended; or the need for resources exceeds availability; and in which a community undergoes severe danger; incurring losses so that the social or economic structure of the community is disrupted; and the fulfillment of some or all of the community's essential functions are prevented.

Dispatch:

The ordered movement of a resource or resources to an assigned operational mission or an administrative move from one location to another.

Division:

The partition of an incident into geographical areas of operation. Divisions are established when the number of resources exceeds the manageable span of control of the Operations Chief. A division is located within the ICS organization between the branch and resources in the Operations Section.

Emergency:

Any natural or man-caused situation that results in or may result in substantial injury or harm to the population or substantial damage to or loss of property. As more explicitly defined in the Stafford Act, it is any occasion or instance for which, in the determination of the President, Federal assistance is needed to supplement State and local efforts and capabilities to save lives and to protect property and public health and safety, or to lessen or avert the threat of a catastrophe in any part of the United States

Emergency Alert System (EAS):

Established to enable the President, federal, state, and local jurisdiction authorities to disseminate emergency information to the public via the commercial broadcast system. EAS is composed of amplitude modulation (AM), frequency modulation (FM) television broadcasters, and the cable industry. EAS is formerly known as the Emergency Broadcast System (EBS).

Emergency Information System (EIS):

An emergency planning and response software program that facilitates emergency management operations. EIS is the current software standard for the Washington State Military Department, Emergency Management Division.

Emergency Management:

The preparation for and the carrying out of all emergency functions, other than functions for which the military forces are primarily responsible, to mitigate, prepare for, respond to and recover from emergencies and disasters, and to aid victims suffering from injury or damage, resulting from disasters caused by all hazards, whether natural or technological, and to provide support for search and rescue operations for persons and property in distress.

Emergency Medical Services (EMS):

A complex health care system that provides immediate, on-scene patient care to those suffering sudden illness and injury.

Emergency Medical Technician (EMT):

A member of a pre-hospital emergency medical system who is trained to provide basic life support. EMTs are certified by the state. They have continuing education requirements and must be recertified every three years.

Emergency Operations Center (EOC):

The physical location at which the coordination of information and resources to support domestic incident management activities normally takes place. An EOC may be a temporary facility or may be located in a more central or permanently established facility, perhaps at a higher level of organization within a jurisdiction. EOCs may be organized by major functional disciplines (e.g., fire, law enforcement, and medical services), by jurisdiction (e.g., Federal, State, regional, county, city, tribal), or some combination thereof.

Emergency Operations Plan:

The plan that each jurisdiction has and maintains for responding to appropriate hazards.

Emergency Public Information:

Information that is disseminated primarily in anticipation of an emergency or during an emergency. In addition to providing situational information to the public, it also frequently provides directive actions required to be taken by the general public.

Emergency Response Provider:

Per the Homeland Security Act of 2002, the term includes Federal, State, Tribal, and local emergency public safety, law enforcement, emergency response, emergency medical (including hospital emergency facilities), and related personnel, agencies, and authorities. Also known as Emergency Responder.

Emergency Worker:

Any person who is registered with and holds an identification card issued by, the local emergency management director for the purpose of engaging in authorized emergency management activities. It is also an employee of the State of Washington or any political subdivision thereof who is called upon to perform emergency management activities.

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.

Event:

A planned, non-emergency activity. ICS can be used as the management system for a wide range of events, e.g., parades, concerts, or sporting events.

Evidence Search:

An unscheduled, non-emergency training activity utilizing emergency worker skills to look for evidentiary materials resulting from criminal activity.

Explosive Ordnance Disposal:

The detection, identification, field evaluation, rendering-safe, and/or disposal of explosive ordnance which has become hazardous by damage or deterioration when the disposal such explosive ordnance is beyond the capabilities of personnel assigned to

routine disposal.

Federal:

Of or pertaining to the Federal Government of the United States of America.

Federal Coordinating Officer (FCO):

The individual appointed by the Federal Emergency Management Agency Director (by delegation of authority from the President) to coordinate assistance in a federally-declared disaster.

Federal Emergency Management Agency (FEMA):

This agency was created in 1979 to provide a single point of accountability for all federal activities related to disaster mitigation and emergency preparedness, response, and recovery. FEMA manages the President's Disaster Relief Fund and coordinates the disaster assistance activities of all federal agencies in the event of a Presidential Disaster Declaration.

Federal Financial Assistance:

Includes funding for grants, training, and use of equipment, donations of surplus property, and other assistance.

Finance/Administration:

Monitors costs related to the incident; provides accounting, procurement, time recording, cost analyses, and overall fiscal guidance.

Fire Services Defense Regions:

There are nine regions in the state that are coordinated by the state through their Washington State Regional Fire Services Resource Mobilization Procedures. Okanogan County is part of the Mid-Columbia Region along with Douglas, Chelan, Grant and Adams Counties.

First Responder:

Police, fire, and emergency medical personnel who first arrive on the scene of an incident and take action to save lives, protect property, and meet basic human needs. First responders may include Federal, State, or local responders.

Food Access Control Point (FACP):

An access control point established along the food control boundary to ensure that food control measures are maintained. (Synonymous: Food Control Point).

Force Account:

The work on a grant or loan project performed more efficiently and economically by using labor, materials, or equipment of a public body or governmental entity.

Four Factor Analysis:

An individualized assessment of four factors designed to be a flexible and fact-dependent standard that balances the need to ensure meaningful access while not imposing undue burdens on small business, small local governments, or small nonprofit

entities.

Full-Scale Exercise:

An activity intended to evaluate the operational capabilities of emergency management systems in an interactive manner over a substantial period of time. It involves the testing of a major portion of the emergency plan and organizations in a highly stressful environment. It includes the mobilization of personnel and resources to demonstrate coordination and response capabilities. The Emergency Operations Center is activated and field command posts may be established. A full-scale exercise is always formally evaluated.

Function:

Function refers to the five major activities in ICS: Command, Operations, Planning, Logistics, and Finance/Administration. The term function is also used when describing the activity involved (e.g. the planning function). A sixth function, Intelligence, may be established to meet incident management needs.

Functional Area:

A major grouping of the functions and tasks that agencies perform in carrying out awareness, prevention, preparedness, response, and recovery activities.

Functional Exercise:

Activities designed to test or evaluate the capability of individual or multiple emergency management functions. It is more complex than a tabletop exercise in that activities are usually under time constraints and are followed by an evaluation or critique. It usually takes place in some type of coordination or operating center. The use of outside resources is often simulated.

General Staff:

A group of incident management personnel organized according to function and reporting to the Incident Commander. The General Staff normally consists of the Operations Section Chief, Planning Section Chief, Logistics Section Chief, and Finance/Administration Section Chief.

Governor's Authorized Representative (GAR):

An individual authorized by the Governor to sign amendments to the Federal-State Agreement and to verify the grant applications from the state and local jurisdictions.

Group:

Established to divide the incident management structure into functional areas of operation. Groups are composed of resources assembled to perform a special function not necessarily within a single geographic division. Groups, when activated, are located between branches and resources in the Operations Section. (See Division)

Hazard:

Something that is potentially dangerous or harmful, often the root cause of an unwanted outcome.

Hazardous Materials (HAZMAT):

Any substance or combination of substances which, because of quantity, concentration,

physical, chemical, or infectious characteristics, may cause and/or pose a substantial present or potential hazard to people property, or the environment. Some are classified as EXTREMELY HAZARDOUS MATERIALS which are a specific list, prepared by the Environmental Protection Agency, and are a hazard in very small amounts.

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 or event, natural or human-caused, which requires an emergency response to protect life or property. Incidents can, for example, include major disasters, emergencies, terrorist attacks, terrorist threats, wildland 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 an emergency response.

Incident Action Plan (IAP):

An oral or written plan containing general objectives reflecting the overall strategy for managing an incident. It may include the identification of operational resources and assignments. It may also include attachments that provide direction and important information for management of the incident during one or more operational periods.

Incident Command Post (ICP):

The field location at which the primary tactical-level, on-scene incident command functions are performed. The ICP may be collocated with the incident base or other incident facilities and is normally identified by a green rotating or flashing light.

Incident Command System (ICS):

A standardized on-scene emergency management construct specifically designed to provide for the adoption of an integrated organizational structure that reflects 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, designed to aid in the management of resources during incidents. It is used for all kinds of emergencies and is applicable to small as well as large and complex incidents. ICS is used by various jurisdictions and functional agencies, both public and private, to organize field-level incident management operations.

Incident Commander (IC):

The individual responsible for all incident activities (within the confines of his/her authority), including the development of strategies and tactics and the ordering and the release of resources. The IC has overall authority and responsibility for conducting incident operations and is responsible for the management of all incident operations at the incident site.

Incident Management Team (IMT):

The Incident Commander and appropriate Command and General 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.

Individual Assistance (IA):

Supplementary federal assistance available under the Stafford Act to individuals, families, and businesses: which includes disaster housing assistance, unemployment assistance, grants, loans, legal services, crisis counseling, tax relief, and other services or relief programs?

Interpretation:

The act of listening to something in one language (source) and orally translating it into another (target). Interpretation is in person or via a telephone interpretation service ranging from on-site interpreters for critical services provided to a high volume of LEP persons through commercially available telephonic interpretation services.

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.

Initial Action:

The actions taken by those responders that are the first to arrive at an incident.

Initial Response:

Resources initially committed to an incident.

Intelligence Officer:

The intelligence officer is responsible for managing internal information, intelligence, and operational security requirements supporting incident management activities. These may include information security and operational security activities, as well as the complex task of ensuring that sensitive information of all types (e.g., classified information, law enforcement sensitive information, proprietary information, or export-controlled information) is handled in a way that not only safeguards the information, but also ensures that it gets to those who need access to it to perform their missions effectively and safely.

Interface Area:

The area where residences are built in proximity to the flammable fuels naturally found in wild land areas, such as forests, prairies, hillsides, and valleys.

Interface Fire:

A fire that threatens or burns the interface area affecting both wild lands and homes.

Sometimes referred as INTERMIX FIRE.

Joint Field Office (JFO):

The JFO is a temporary Federal facility established locally to coordinate operational Federal assistance activities to the affected jurisdiction (s) during an incident, ranging from accidents and natural disaster to actual or potential attacks that are catastrophic in nature and national in their scope of consequences. The JFO is a multi-agency center that provides a central point of coordination for Federal, State, local, tribal, non-governmental, and private-sector organizations with primary responsibility for threat response and incident support and coordination. The JFO enables the effective and efficient coordination of Federal incident-related prevention, preparedness, response, and recovery actions. The JFO accommodates all entities (or their designated representatives) essential to incident management, information-sharing, and the delivery of disaster assistance and other support.

Joint Information Center (JIC):

A facility established to coordinate all incident-related public information activities. It is the central point of contact for all news media at the scene of the incident. Public information officials from all participating agencies should collocate at the JIC.

Joint Information System (JIS):

A component of command and incident management under NIMS, which provides a formalized structure—the Joint Information Center (JIC)—that integrates incident information and public affairs into a cohesive organization designed to provide consistent, coordinated, timely information during crisis or incident operations. The mission of the JIS is to provide a structure and system for developing and delivering coordinated interagency messages; developing, recommending, and executing public information plans and strategies on behalf of the command structure; advising the command structure concerning public affairs issues that could impact a response effort; and controlling rumors and inaccurate information that could undermine public confidence.

Jurisdiction:

A range or sphere of authority. Public agencies have jurisdiction at an incident related to their legal responsibilities and authority. Jurisdictional authority at an incident can be political or geographical (e.g., city, county, tribal, State, or Federal boundary lines) or functional (e.g., law enforcement, public health).

Language Access Plan (LAP):

An implementation plan developed after the four-factor analysis to decide what language assistance services are appropriate to address identified needs of the LEP populations served.

Law Enforcement Radio Network (LERN):

A statewide law enforcement mutual aid frequency controlled by the Washington State Police Chiefs Association and Washington State Patrol.

Liaison:

A form of communication for establishing and maintaining mutual understanding and cooperation.

Liaison Officer:

A member of the Command Staff responsible for coordinating with representatives from cooperating and assisting agencies.

Limited English Proficiency (LEP) Person:

Persons who do not speak English as their primary language and who have a limited ability to read, write, speak, or understand English. Such person(s) may be entitled, at no cost to them, to language assistance with respect to a particular type of service, benefit or encounter.

Local Emergency Management Agency Comprehensive Emergency Management:

The emergency management or services organization of a political subdivision of the state established in accordance with RCW 38.52.070.

Local Emergency Planning Committee (LEPC):

The planning body designated by the Superfund Amendments and Reauthorization Act (SARA), Title III legislation as the planning body for preparing local hazardous materials plans. (Also, see Title III.)

Local Government:

A county, municipality, city, town, township, local public authority, school district, special district, intrastate district, council of governments (regardless of whether the council of governments is incorporated as a nonprofit corporation under State law), regional or interstate government entity, or agency or instrumentality of a local government; an Indian tribe or authorized tribal organization, or in Alaska a Native village or Alaska Regional Native Corporation; a rural community, unincorporated town or village, or other public entity. See Section 2 (10), Homeland Security Act of 2002, Pub. L. 107-296, 116 Stat. 2135 (2002).

Logistics Section:

The section responsible for providing facilities, services, and material support for the incident.

Logistics:

Providing resources and other services to support incident management.

Major Disaster:

As defined under the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5122), a major disaster is 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,

tribes, local governments, and disaster relief organizations in alleviating the damage, loss, hardship, or suffering caused thereby.

Management by Objective:

A management approach that involves a four-step process for achieving the incident goal. The Management by Objectives approach includes the following: establishing overarching objectives; developing and issuing assignments, plans, procedures, and protocols; establishing specific measurable objectives for various incident management functional activities and directing efforts to fulfill them, in support of defined strategic objectives; and documenting results to measure performance and facilitate corrective action.

Mission:

A distinct assignment of personnel and equipment to achieve a set of tasks related to an incident, emergency, disaster, catastrophe, or search and rescue operations that occurs under the direction and control of an authorized official.

Mitigation:

The activities designed to reduce or eliminate risks to persons or property or to lessen the actual or potential effects or consequences of an incident. Mitigation measures may be implemented prior to, during, or after an incident. Mitigation measures are often informed by lessons learned from prior incidents. Mitigation involves ongoing actions to reduce exposure to, probability of, or potential loss from hazards. Mitigation measures include, but are not limited to building codes, disaster insurance, floodplain buyouts, and analysis of hazard-related data to determine where it is safe to build or locate temporary facilities, land use management, hazard analysis, land acquisition, monitoring and inspection, public education, research, relocation, risk mapping, safety codes, statues and ordinances, tax incentives and disincentives, equipment or computer tie downs, and stocking emergency supplies. Mitigation can include efforts to educate governments, businesses, and the public on measures they can take to reduce loss and injury.

Mobilization:

The process and procedures used by all organizations—Federal, State, local, and tribal—for activating, assembling, and transporting all resources that have been requested to respond to or support an incident.

Modular:

The NIMS is designed so that some or all of its components can be tailored to fit the specific requirements of a situation.

Multi-agency Coordination Entity:

A multi-agency coordination entity functions within the broader multi-agency coordination system. It may establish the priorities among incidents and associated resource allocations; de-conflict agency policies; and provide strategic guidance and direction in support of domestic incident management activities.

Multi-agency Coordination Systems:

Multi-agency Coordination Systems provide the architecture to support coordination for incident prioritization, critical resource allocation, communications systems integration,

and information coordination. The components of Multi-agency Coordination Systems include facilities, equipment, emergency operation centers (EOCs), specific multi-agency coordination entities, personnel, procedures, and communications. These systems assist agencies and organizations to fully integrate the subsystems of the NIMS.

Multi-jurisdictional Incident:

An incident requiring action from multiple agencies that each have jurisdiction to manage certain aspects of an incident. In ICS, these incidents will be managed under Unified Command.

Mutual-Aid Agreement:

Written agreement between agencies and/or jurisdictions that they will assist one another on request, by furnishing personnel, equipment, and/or expertise in a specified manner.

National:

Of a nationwide character, including the Federal, State, local, and tribal aspects of governance and polity.

National Disaster Medical System:

A cooperative, asset-sharing partnership between the Department of Health and Human Services, the Department of Veterans Affairs, the Department of Homeland Security, and the Department of Defense. NDMS provides resources for meeting the continuity of care and mental health services requirements of the Emergency Support Function 8 in the Federal Response Plan.

National Incident Management System:

A system mandated by Homeland Security Presidential Directive 5 (HSPD-5) that provides a consistent nationwide approach for Federal, State, local, and tribal governments; the private-sector, and nongovernmental organizations to work effectively and efficiently together to prepare for, respond to, and recover from domestic incidents, regardless of cause, size, or complexity. To provide for interoperability and compatibility among Federal, State, local, and tribal capabilities, the NIMS includes a core set of concepts, principles, and terminology. HSPD-5 identifies these as the ICS; multiagency coordination systems; training; identification and management of resources (including systems for classifying types of resources); qualification and certification; and the collection, tracking, and reporting of incident information and incident resources. National Response Plan: A plan mandated by HSPD-5 that integrates Federal domestic prevention, preparedness, response, and recovery plans into one all-discipline, all-hazards plan.

National Response Plan:

A plan mandated by HSPD-5 that integrates Federal Government domestic prevention, preparedness, response, and recovery plans into one all-discipline, all-hazards plan.

National Warning System (NAWAS):

The federal portion of the Civil Defense Warning System, used for the dissemination of warnings and other emergency information from the Federal Emergency Management

Agency's National or Regional Warning Centers to Warning Points in each state. Also used by the State Warning Points to disseminate information to local Primary Warning Points. Provides warning information to state and local jurisdictions concerning severe weather, earthquake, flooding, and other activities that affect public safety.

Nongovernmental Organization:

An entity with an association that is based on interests of its members, individuals, or institutions and that is not created by a government, but may work cooperatively with government. Such organizations serve a public purpose, not a private benefit. Examples of NGOs include faith-based charity organizations and the American Red Cross.

Northwest Area Contingency Plan (NWACP):

The NWACP is a joint agreement between the U.S. Coast Guard, U.S. Environmental Protection Agency (EPA), and the states of Oregon, Idaho and Washington.

Okanogan County ALERT System:

A mass notification system utilized to contact citizen in the event of a disaster and emergency response. The system include text, cell, email, and home phone contact features.

On-Scene Command and Coordination Radio:

A frequency used by "on-scene" emergency responders of different agencies for command and coordination of an incident or emergency, according to a joint Military Department, Emergency Management Division and Association of Police Communication Officers (APCO) agreement.

Operational:

The level between tactical and strategic that merges the on-scene concerns with the overall strategic objectives of incident management.

Operational Period:

The time scheduled for executing a given set of operation actions, as specified in the Incident Action Plan. Operational periods can be of various lengths, although usually not over 24 hours.

Operations Section:

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

Paramedic:

An EMT who has received extensive training in advanced life support, including intravenous therapy, pharmacology, cardiac monitoring and defibrillation, advanced airway maintenance, including intubation and other advanced assessment and treatment skills. Paramedics have a continuing education requirement and must be recertified every three years.

Personnel Accountability:

The ability to account for the location and welfare of personnel. It is accomplished when supervisors ensure that ICS principles and processes are functional and personnel are working within these guidelines.

Planning Meeting:

A meeting held as needed prior to and throughout the duration of an incident to select specific strategies and tactics for incident control operations and for service and support planning. For larger incidents, the planning meeting is a major element in the development of the Incident Action Plan (IAP).

Planning Section:

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

Preliminary Damage Assessment (PDA):

The joint local, state, and federal analysis of damage that has occurred during a disaster and which may result in a Presidential declaration of disaster. The PDA is documented through surveys, photographs, and other written information.

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. Preparedness involves efforts at all levels of government and between government and private-sector and nongovernmental organizations to identify threats, determine vulnerabilities, and identify required resources. Within the NIMS, preparedness is operationally focused on establishing guidelines, protocols, and standards for planning, training and exercises, personnel qualification and certification, equipment certification, and publication management.

Preparedness organizations:

Preparedness organizations are the range of non-emergency forums for interagency coordination. Preparedness organizations can include all agencies with a role in incident management, whether its prevention, preparedness, response, or recovery oriented. They represent a wide variety of committees, planning groups, and other organizations who meet to ensure the proper level of planning, training, equipping and other preparedness requirements within a jurisdiction or area.

Presidential Declaration:

Formal declaration by the President that an emergency or major disaster exists based upon the request for such a declaration by the Governor and with the verification of FEMA preliminary damage assessments.

Prevention:

Actions to avoid an incident, to intervene to stop an incident from occurring, or to mitigate an incident's effects. Prevention involves actions to protect lives and property. 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 and agricultural surveillance and testing processes; immunizations, isolation, or quarantine; and as appropriate specific law

enforcement operations aimed at deterring, preempting, interdicting, or disrupting illegal activity, and apprehending potential perpetrators and bringing them to justice. Prevention also includes measures designed to mitigate damage by reducing or eliminating risks to persons or property or to lessen the potential effects or consequences of an incident.

Private Sector:

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

Processes:

Systems of operations that incorporate standardized procedures, methodologies, and functions necessary to provide resources effectively and efficiently. These include resource typing, resource ordering and tracking, and coordination.

Protective Action Decision (PAD):

An action or measure taken by public officials to prevent or minimize radiological or chemical exposure to people and foodstuffs. Normally a PAD is based on a PAR.

Protective Action Recommendation (PAR):

A recommendation based on technical scientific data for public officials to use in forming a decision to prevent or minimize the contamination of people and foodstuffs.

Public Assistance (PA):

Supplementary federal assistance provided under the Stafford Act to state and local jurisdictions, special purpose districts, Native Americans, or eligible private, nonprofit organizations.

Public Information Officer:

A member of the Command Staff responsible for preparing and coordinating the dissemination of public information in cooperation with other responding Federal, State, tribal, and local agencies.

Publications Management:

The publications management subsystem includes materials development, publications control, publications suppliers, and distribution. The development and distribution of NIMS materials is managed through this subsystem. Consistent documentation is critical to success, because it ensures that all responders are familiar and comfortable with the documentation used in a particular incident, regardless of the location or the responding agencies involved.

Qualification and Certification:

This subsystem provides recommended qualification and certification standards for emergency responder and incident management personnel. It also allows the development of minimum standards for resources expected to have an interstate application. Standards typically include training, currency, experience, and physical and medical fitness.

Radio Amateur Civil Emergency Services (RACES):

A group of licensed amateur radio operators who support state and local jurisdiction during federally declared emergencies or disasters.

Radiological Monitor (RM):

An individual trained to measure, record, and report radiation exposure and exposure rates, and to provide limited field guidance on radiation hazards.

Radiological Response Team (RRT):

A community-based radiological defense cadre consisting of members from the community emergency services, vital facilities, and essential services. This cadre, trained and exercised on an on-going basis, forms a baseline radiological defense capability which can be used for surge training and to assist in the rapid build up of community radiological defense capability during an increased readiness period. The RRT may be used to respond to peacetime radiological accidents such as transportation and nuclear power plant accidents.

Reception Area:

This refers to a location separate from staging areas, where resources report in for processing and out-processing. Reception areas provide accountability, security, situational awareness briefings, safety awareness, distribution of Incident Action Plans (IAPs), supplies and equipment, feeding, and bed down.

Recovery:

The development, coordination, and execution of service- and site-restoration plans; the reconstitution of government operations and services; individual, private- sector, nongovernmental, 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.

The immediate objective of this activity is to return vital life support systems to minimum operating standards. The overall objective is to return all activities to normal or improved levels. Recovery measures include, but are not limited to, crisis counseling, damage assessment, debris clearance, decontamination, disaster application centers, disaster insurance payments, disaster loans and grants, disaster unemployment assistance, public information, reassessment of emergency plans, reconstruction, temporary housing, and full-scale business resumption.

Recovery Plan:

A plan developed by a State, local, or tribal jurisdiction with assistance from responding Federal agencies to restore the affected area.

Resource Management:

Efficient incident management requires a system for identifying available resources at all jurisdictional levels 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, State, local, and tribal teams; and resource mobilization protocols.

Resources:

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

Resources Unit:

Functional unit within the Planning Section responsible for recording the status of resources committed to the incident. This unit also evaluates resources currently committed to the incident, the effects additional responding resources will have on the incident, and anticipated resource needs.

Response:

Action taken immediately before, during, or directly after an emergency occurs, to save lives, minimize damage to property and the environment, and enhance the effectiveness of recovery. Response includes immediate actions to save lives, protect property, and meet basic human needs. Response also includes the execution of emergency operations plans as well as mitigation activities designed to limit the loss of life, personal injury, property damage, and other unfavorable outcomes. As indicated by the situation, response activities include, but are not limited to, emergency plan activation, emergency alert system activation, emergency instructions to the public, emergency medical assistance, staffing the emergency operations center, public official alerting, reception and care, shelter and evacuation, search and rescue, resource mobilization, and warning systems activation.

Response activities also include applying intelligence and other information to lessen the effects or consequences of an incident; increased security operations; continuing investigations into nature and source of the threat; on-going public health and agricultural surveillance and testing processes; immunizations, isolation, or quarantine; and specific law enforcement operations aimed at preempting, interdicting, or disrupting illegal activity, and apprehending actual perpetrators and bringing them to justice.

Revised Code of Washington (RCW):

The Revised Code of Washington (RCW) is the compilation of all permanent laws now in force in Washington State. It is a collection of Session Laws (enacted by the Legislature, and signed by the Governor, or enacted via the initiative process), arranged by topic, with amendments added and repealed laws removed. It does not include temporary laws such as appropriations acts. The official version of the RCW is published by the Washington State Statute Law Committee and the Code Reviser.

Risk Management Program (RMP):

The Risk Management Program (RMP) Rule, Section 112 Clean Air Act Amendments is a statute in place to identify hazards in industry and minimize the consequences of a HAZMAT release. There are three component pieces to the RMP: the hazard assessment, a prevention program, and a response program.

Robert T. Stafford Disaster Relief and Emergency Assistance Act (Public Law 93-288, as amended by Public Law 100-707):

The act that authorizes the greatest single source of federal disaster assistance. It authorizes coordination of the activities of federal, state, and volunteer agencies operating under their own authorities in providing disaster assistance, provision of direct federal assistance as necessary, and provision of financial grants to state and local jurisdictions as well as a separate program of financial grants to individuals and families. This act is commonly referred to as the Stafford Act.

“Safe Harbor”:

If a recipient provides written translations (a) of vital documents for each eligible LEP language group that constitute 5 percent or 1,000, whichever is less of the population of persons eligible to be served or likely to be affected or encountered; or (b) if there are fewer than 50 persons in a language groups that reach the 5 percent trigger from (a) then such actions will be considered strong evidence of compliance with the recipient’s written-translation obligations. *Note: These provisions apply to the translation of written documents only.*

Safety Officer:

A member of the Command Staff responsible for monitoring and assessing safety hazards or unsafe situations and for developing measures for ensuring personnel safety.

Search and Rescue (SAR):

The act of searching for, rescuing, or recovering by means of ground, marine, or air activity any person who becomes lost, injured, or is killed while outdoors or as a result of a natural or human-caused event, including instances of searching for downed aircraft when ground personnel are used. The terms Disaster, Urban, Wildland, or Air are often used in front of SAR to describe the SAR mission.

Section:

The organizational level having responsibility for a major functional area of incident management, (e.g. Operations, Planning, Logistics, Finance/Administration, and Intelligence, if established). The section is organizationally situated between the branch and the Incident Command.

Span of Control:

The number of individuals a supervisor is responsible for, usually expressed as the ratio of supervisors to individuals. (Under the NIMS, an appropriate span of control is between 1:3 and 1:7.)

Staging:

An identifiable area near the incident where incoming resources can safely group in preparation for assignment. The Staging Officer will make a written list of resources (equipment and number and type of personnel) and times they arrived and deployed. This helps provide safety of responders and efficiency of response, as it prevents traffic

flow and access problems at the incident site, and directs the proper resources to the proper locations. The staging area and Staging Officer also take a large load off of the Incident Commander. By having incoming units report in to staging, the IC is not having to handle all that radio traffic, and is free to concentrate on size-up, development of plans and strategy, and other critical issues.

Standard Operating Procedure (SOP):

These are the procedures established by individual agencies for the operations of their specific agency when encountering specific situations.

State:

When capitalized, refers to any State of the United States, the District of Columbia, the Commonwealth of Puerto Rico, the Virgin Islands, Guam, American Samoa, the Commonwealth of the Northern Mariana Islands, and any possession of the United States. See Section 2 (14), Homeland Security Act of 2002, Pub. L. 107-296, 116 Stat. 2135 (2002).

State Coordinating Officer (SCO):

The individual appointed by the Governor to act in cooperation with the Federal Coordinating Officer (FCO) to administer disaster recovery efforts. The SCO may also function as the Disaster Recovery Manager.

State Fire Defense Committee:

A committee of the Fire Protection Policy Board which develops the Washington State Fire Services Resource Mobilization Procedures, develops planning guidance for the Fire Services Mobilization Regions, promotes standardization of fire communications, develops alerting and dispatching procedures, maintains a listing of regional firefighting resources, and provides guidance for the approval of reimbursement requests.

Strategic:

Strategic elements of incident management are characterized by continuous long-term, high-level planning by senior level organizations. They involve the adoption of long-range goals and objectives; the setting of priorities; the establishment of budgets and other fiscal decisions; policy development; and the application of measures of performance or effectiveness.

Strategy:

The general direction selected to accomplish incident objectives set by the IC.

Strike Team:

Is a team with a set number of resources of the same kind and type that have an established minimum number of personnel.

Supporting Technologies:

Is any technology that may be used to support the NIMS is included in this subsystem. These technologies include orthophoto mapping, remote automatic weather stations, infrared technology, and communications, among various others.

Tabletop Exercise:

An activity in which officials and key staff or others with emergency responsibilities are

gathered together informally to discuss simulated emergency situations. It is designed to elicit constructive discussion by the participants without time constraints. Participants evaluate plans and procedures and resolve questions of coordination and assignment of responsibilities in a non-threatening format under minimum stress.

Tactical:

Tactical elements of incident management are characterized by the execution of specific actions or plans in response to an actual incident or, prior to an incident, the implementation of individual or small unit activities, such as training or exercises. Unified Command and the Incident Command System have traditionally been considered a tactical organizational structure.

Task Force:

Any combination of resources assembled to support a specific mission or operational need. All resource elements within a Task Force must have common communications and a designated leader.

Technical Assistance:

Support provided to State, local, and tribal jurisdictions when they have the resources but lack the complete knowledge and skills needed to perform a required activity (such as mobile-home park design and hazardous material assessments).

Terrorism:

Under the Homeland Security Act of 2002, terrorism is defined as activity that involves an act dangerous to human life or potentially destructive of critical infrastructure or key resources and is a violation of the criminal laws of the United States or of any state or other subdivision of the United States in which it occurs and is intended to intimidate or coerce the civilian population or influence a government or affect the conduct of a government by mass destruction, assassination, or kidnapping. See Section 2 (15), Homeland Security Act of 2002, Pub. L. 107-296, 116 Stat. 2135 (2002).

Threat:

An indication of possible violence, harm, or danger.

Tier II Reports:

Tier II emergency and Hazardous Chemical Inventory Report is filed by facilities with identified hazardous materials held in an amount equal to or greater than set quantity thresholds determined by SARA Title III or the Emergency Planning and Community Right-To-Know-Act. Copies of these reports are filed with local Emergency Management Department (EMD), the local fire department and the Department of Ecology (DOE).

Timely:

Language assistance should be provided at a time and place that avoids the effective denial of the service, benefit, or right at issue or the imposition of an undue burden on or delay in important rights, benefits, or services to the LEP person. *Note: there is no single definition that is applicable to all types of interactions at all times by all types of recipients.*

Title III:

Public Law 99-499, Superfund Amendment and Reauthorization Act (SARA) of 1986, Title III, Emergency Planning Community Right-to-Know Act, requires the establishment of state and local planning organizations, State Emergency Response Commission (SERC), a subcommittee of the Emergency Management Council, and Local Emergency Planning Committees (LEPCs), to conduct emergency planning for hazardous materials incidents. It requires (1) site-specific planning for extremely hazardous substances, (2) participation in the planning process by facilities storing or using hazardous substances, and (3) notifications to the commission or committee of releases of specified hazardous substances. It also provides for mechanisms to provide information on hazardous chemicals and emergency plans for hazardous chemical events to the public.

Tools:

Those instruments and capabilities that allow for the professional performance of tasks, such as information systems, agreements, doctrine, capabilities, and legislative authorities.

Translation:

The replacement of a written text from one language (source) into an equivalent written text in the target language. Written translation can range from translation of an entire document to translation of a short description of the document.

Tribal:

Any Indian tribe, band, nation, or other organized group or community, including any Alaskan Native Village as defined in or established pursuant to the Alaskan Native Claims Settlement Act (85 stat. 688) [43 U.S.C.A. and 1601 et seq.], that is recognized as eligible for the special programs and services provided by the United States to Indians because of their status as Indians.

Type:

A classification of resources in the ICS that refers to capability. Type 1 is generally considered to be more capable than Types 2, 3, or 4, respectively, because of size; power; capacity; or, in the case of incident management teams, experience and qualifications.

Unified Command (UC):

An application of ICS used when there is more than one agency with incident jurisdiction or when incidents cross political jurisdictions. The need for unified command can arise at many emergency incidents, as incidents have no regard for jurisdictional boundaries. All involved agencies contribute to the process of determining overall goals and objectives, joint planning for tactical activities, conducting integrated tactical operations, and maximizing the use of all assigned resources.

Unit:

The organizational element having functional responsibility for a specific incident planning, logistics, or finance/administration activity.

United States Code (USC):

The official version of the federal statutory code.

Unity of Command:

The concept by which each person within an organization reports to one and only one designated person. The purpose of unity of command is to ensure unity of effort under one responsible commander for every objective.

Unprotected Lands:

Lands that are not protected by any fire suppression agency. There may be private property that does not have fire protection from rural fire districts, but does have protection from the Department of Natural Resources. However, this protection is for wild land and forest fires and not for protection of structures.

Urban Fire:

Fire that is primarily within the boundaries or limits of a city or town.

Vital Document:

Any document that contains information that is critical for obtaining or contain the services or benefits that are supported by Federal funds, or that are required by law. Such documents may include but are not limited to applications, consent forms, notices of participant rights and responsibilities, disciplinary notices, letters or notes that require a response from the participant or beneficiary, legal notices and notices advising LEP persons the availability of free language services.

Volunteer:

For purposes of the NIMS, a volunteer is any individual accepted to perform services by the lead agency, which has authority to accept volunteer services, when the individual performs services without promise, expectation, or receipt of compensation for services performed. See, e.g., 16 U.S.C. 742f(c) and 29 CFR 553.101.

Washington Administrative Code (WAC):

An interpretation of statutes written by a government agency or board. WACs help clarify the terms that are found in related statues (see Revised Code of Washington – RCW). WACs are legally binding and are filed by chapter with the Code Reviser.

Washington State Emergency Information Center (WEIC):

State level emergency public information may be established, provided to media and public, and managed through the WEIC, which is a part of the State EOC.

Wildland:

An area in which development is essentially non-existent except for roads, railroads, power lines, and similar transportation facilities. Used in place of WILDERNESS, which frequently refers to specifically designated federal lands intended to remain in their natural state to the greatest extent possible.

Windshield Survey:

This is a quick, cursory evaluation usually accomplished by driving through the areas

(hence the term “windshield survey”).