

## DEFINITIONS

The following definitions are included for your information.

**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.

**Alerting List** - A list for advising key officials and emergency operating staff of the possibility of an emergency situation.

**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 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 multi-jurisdictional. 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 that are based on operational objectives defined 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.

**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 on 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.

**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).

**Clean Sweep Program** - An organized campaign to collect and properly dispose of toxic or hazardous household chemicals (pesticides, solvents, paints, etc.).

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

**Command Staff** – In an incident management organization, the Command Staff consists of the Incident Command 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., trailer or mobile van) used to support an Incident Communications Center.

**Congregate Care Facility** - As defined by the FEMA Mass Care Coordination Unit, congregate care facilities are general population shelters, respite centers, reception centers, heating/cooling centers, and medical support shelters, as well as unconventional sheltering facilities, such as berthing ships, base camps, and temporary construction.

**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 Counseling** - Professional psychiatric or psychological services provided to victims of a major disaster in order to relieve mental health problems caused or aggravated by such disaster or its aftermath.

**Damage Assessment** - Damage assessment is the systematic process of describing in general terms the location, nature, and severity of damage sustained by the public and private sectors in an emergency or disaster and estimating the cost of repair and restoration or replacement.

**Deputy** – A fully qualified individual who, in the absence of a superior, can be delegated the authority to manage a functional operation or perform a specific task. In some cases, a deputy can 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.

**Direction and Control** - The provision of overall operational control and/or coordination of emergency operations at each level of the statewide emergency organization, whether it be the direction of field forces or the coordination of joint efforts of governmental and private agencies in supporting such operations.

**Disaster Analysis Team** - A group of qualified and trained staff who conduct an assessment to determine the extent of damage that a unit of government has sustained.

**Disaster Application Center (DAC)** - A facility jointly established by the federal and state coordinating officers within or adjacent to a disaster impacted area to provide disaster victims a "one stop" service in applying for emergency assistance. It will usually be staffed by representatives of local, state, and federal governmental agencies, private service organizations, and certain representatives of the private sector.

**Disaster Field Office (DFO)** - A central facility established by the federal coordinating officer within or immediately adjacent to disaster impacted areas to be utilized as a point of coordination and control for state and federal governmental efforts to support disaster relief and recovery operations.

**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** – Absent a Presidentially declared emergency, any incident(s), human-caused or natural, that requires responsive action to protect life or property. Under the Robert T. Stafford Disaster Relief and Emergency Assistance Act, an emergency means 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 Alerting 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 war caused emergency or, in some cases, large natural disaster. EAS uses the facilities and personnel of the broadcast industry on a voluntary organized basis. It is

operated by the industry under rules and regulations of the Federal Communications Commission.

**Emergency Operations Centers (EOCs)** – 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 “steady state” plan maintained by various jurisdictional levels for responding to a wide variety of potential hazards.

**Emergency Planning Community Right To Know Act of 1986 (EPCRA)** – Federal legislation passed in 1986 pertaining to Hazardous Materials. Title III of EPCRA includes detailed provisions for community planning.

**Emergency Public Information (EPI)** – 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** – Includes federal, state, local, and tribal emergency public safety, law enforcement, emergency response, emergency medical (including hospital emergency facilities), and related personnel, agencies, and authorities. See Section 2 (6), Homeland Security Act of 2002, Pub. L. 107-296, 116 Stat. 2135 (2002). Also known as Emergency Responder.

**Emergency Shelter** - Shelter provided to persons who have been evacuated from their homes because of an impending disaster or whose homes have been severely damaged or destroyed due to a disaster.

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

**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.

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

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

**Extremely Hazardous Substances** - Those chemicals referred to in Title III of the Superfund Amendments and Reauthorization Act of 1986 that could cause serious health effects following short term exposure from accidental releases. The U.S. Environmental Protection Agency (EPA) has published an initial list of these chemicals in the 22 April 1987 Federal Register. This list is subject to change and such changes will also be published in the Federal Register.

**Facility** - For the purposes of Title III facility is defined as "all buildings, equipment, structures and other stationary items which are located on a single site or on continuous or adjacent sites and which are owned or operated by the same person. For the purposes of emergency release notification, the term includes motor vehicles, rolling stock and aircraft.

**Federal Coordinating Officer (FCO)** - The person appointed by Federal Emergency Management Agency to coordinate all federal disaster assistance programs to ensure their maximum effectiveness and take appropriate action to help local citizens and public officials obtain the assistance to which they are entitled.

**Federal Inter agency Hazard Mitigation Team** - A multi agency team that conducts an evaluation of mitigation measures that may be undertaken to prevent a reoccurrence of damage during a particular disaster. An example would be flood mitigation measures that could lessen future flood damage.

**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, if required, to meet incident management needs.

**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.

**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.

**Hazard Mitigation Plan** - A plan developed by the local unit of government subsequent to receiving federal disaster assistance money under Public Law 93 288. It outlines measures to be undertaken by the local unit of government to reduce the degree of long term risk to human life and property from natural and manmade hazards.

**Hazardous Materials** - Refers generally to hazardous substances, petroleum, natural gas, synthetic gas, acutely toxic chemicals and other toxic chemicals.

**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, wild-land and urban fires, floods, hazardous materials spills, nuclear accidents, aircraft accidents, earthquakes, hurricanes, tornadoes, tropical storms, war related disasters, public health and medical emergencies, and other occurrences requiring an emergency response.

**Incident Action Plan** – 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 concept 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, 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 sight.

**Incident Management (IMT) or Incident Management Assistance Team (IMAT)** – A multidisciplinary group assembled for the purpose of completing and/or enhancing the incident command system at the local or State response level.

**Incident Objectives** – Statements of guidance and direction necessary for selecting 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 strategic and tactical alternatives.

**Individual and Family Grant Program (IFGP)** - A federal/state funded disaster assistance program that addresses the needs of private individuals.

**Information and Guidance Memo (I&G)** - This is a series of memos providing administrative, operational, and programmatic information by the State Division of Emergency Government (DEG).<sup>9</sup>

**Initial Action** – The actions taken by those responders first to arrive at an incident site.

**Initial Response** – Resources initially committed to an incident.

**Institutionalize** – To “institutionalize the use of ICS” means that government officials, incident managers and emergency response organizations at all jurisdictional levels adopt the Incident Command System and launch activities in FY 2005 that will result in the use of the Incident Command System for all incident response operations. Actions to institutionalize the use of ICS take place at two levels – policy and organizational/operational.

At the policy level, institutionalizing the ICS means government officials, i.e., governors, mayors, county and city managers, tribal leaders and others: adopt ICS through executive order, proclamation or legislation as the jurisdiction’s official incident response system; and direct that incident managers and response organizations in their jurisdictions train, exercise and use the ICS in their response operations.

At the organizational/operational level, evidence that incident managers and emergency response organizations are institutionalizing the ICS would include the following: ICS is being integrated into functional and system-wide emergency operations policies, plans and procedures; ICS training is planned or under way for responders, supervisors and command level officers; Responders at all levels are participating in and/or coordinating ICS-oriented exercises that involve responders from multi-disciplines and jurisdictions.

**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.

**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)** – 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 IC; advising the IC concerning public affairs issues that could affect a response effort; and controlling rumors and inaccurate information that could undermine public confidence in the emergency response effort.

**Joint Public Information Center (JPIC)** - A facility set up during an emergency, where Public Information Officer (PIO) representing the utility and state and local governments may conveniently receive information about the emergency and transmit this to the media. The JPIC is usually located in proximity of the emergency, but outside of the immediate danger zone, or in an EOC. PIOs cooperate in the development of press releases and in conducting media briefings so consistent information about the incident and the response actions is provided.

**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).

**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.

**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** – Providing resources and other services to support incident management.

**Logistics Section** – The section responsible for providing facilities, services, and material support for the incident.

**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.

**Mass Care Facility** – A location such as a school at which temporary lodging, food, clothing, registration, welfare inquiry, first aid, and essential social services can be provided to disaster victims.

**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. Measures may include zoning and building codes, floodplain buyouts, and analysis of hazard related data to determine where it is safe to build or locate temporary facilities. 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.

**Multi-agency Coordination Entity** – A multi-agency coordination entity functions within a 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 to support 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 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 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 include a core set of concepts, principles, and terminology. HSPD-5 identifies these as the ICS; multi-agency 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.

**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.

**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.

**Personnel Accountability** – The ability to account for the location and welfare of incident personnel. It is accomplished when supervisors ensure that ICS principles and processes are functional and that personnel are working within established incident management 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** – 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.

**Population Protection** - Protection that is provided either in place or by means of evacuation to those who are confronted by a life threatening hazard.

**Portage County Hazardous Materials Plan** - A plan developed and adopted by Portage County Board of Supervisors for incidents involving use, storage or manufacture, and transportation of hazardous materials. The plan contains policies and procedures to be followed in dealing with such incidents.

**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** – The groups that provide interagency coordination for domestic incident management activities in a non-emergency context. Preparedness organizations can include all agencies with a role in incident management, for prevention, preparedness, response, or recovery activities. They represent a wide variety of committees, planning groups, and other organizations that meet and coordinate to ensure the proper level of planning, training, equipping, and other preparedness requirements within a jurisdiction or area.

**Presidential Disaster Declaration** - A declaration that provides certain federal financial assistance to individuals or state/local units of government as a result of damage sustained. The governor of the state on behalf of the local unit of government where the disaster occurred requests the declaration.

**Prevention** – Actions to avoid an incident or to intervene to stop an incident from occurring. 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.

**Private Sector** – Organizations and entities that are not part of any governmental structure. It includes for-profit and not-for-profit organizations, formal and informal structures, commerce and industry, 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.

**Public Information Officer (PIO)** – A member of the Command Staff responsible for interfacing with the public and media or with other agencies with incident-related information requirements.

**Public Service Announcements (PSA)** - Media announcements usually of ten, twenty, or thirty second duration providing timely information to the public. The media as a public service normally provides this.

**Publications Management** – The publications management subsystem includes materials development, publication control, publication supply, 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 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.

**Radiological Officer (RO)** - An individual assigned to an emergency management staff who is responsible for radiological protection operations. The RO is the principal advisor to the director/coordinator and other officials on matters pertaining to radiological protection operations.

**Radiological Protection** – The organized effort, through warning, detection, and preventive and remedial measures, to minimize the effect of nuclear radiation on people and resources.

**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 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.

**Recovery Plan** – A plan developed by a state, local, or tribal jurisdiction with assistance from responding federal agencies to restore the affected area.

**Re Entry** - Returning to an area after evacuation was required because of life threatening conditions.

**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** – Activities that address the short-term, direct effects of an incident. Response includes immediate actions to save lives, protect property, and meet basic human needs. Response also includes the execution of emergency operations plans and of 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 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; ongoing 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.

**Rumor Control** - A method of authenticating and coordinating all media releases.

**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.

**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.)

**Special Needs Groups** - People who require special consideration or attention because of their age, language, physical handicaps or other limiting conditions who are unable to properly care for themselves during times of emergency.

**Staging Area** – Location established where resources could be placed while awaiting a tactical assignment. The Operations Section manages Staging Areas.

**Standing Operating Procedure (SOP)** - A set of instructions having the force of a directive, covering those features of operations which lend themselves to a definite or standardized procedure without the loss of effectiveness.

**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).

**Strategic** – Strategic elements of incident management are characterized by continuous long-term, high-level planning by organizations headed by elected or other senior officials. These elements 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** – A set number of resources of the same kind and type that have an established minimum number of personnel.

**Supporting Technologies** – Any technology that may be used to support the NIMS is included in this subsystem. These technologies include ortho-photo mapping, remote automatic weather stations, infrared technology, and communications, among various others.

**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.

**Title III The "Emergency Planning and Community Right to Know Act of 1986"** - Specified requirements for organizing the planning process at the state and local levels for specified extremely hazardous substances; minimum plan content; requirements for fixed facility owners and operators to inform officials about extremely hazardous substances present at the facilities; and mechanisms for making information about extremely hazardous substances available to citizens.

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

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

**Unified Command** – An application of ICS used when there is more than one agency with incident jurisdiction or when incidents cross-political jurisdictions. Agencies work together through the designated members of the UC, often the senior person from agencies and/or disciplines participating in the UC, to establish a common set of objectives and strategies and a single IAP.

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

**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.

**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.

**Wisconsin SS 323** – The State of Wisconsin's implementing legislation for Title III of the Emergency Planning Community Right To Know Act of 1986. The Governor signed the act into law in April of 1988. The law establishes planning and reporting fees for facilities, provides for a planning grant program, and calls for the creation of Local Emergency Planning Committees (LEPCs) by county action.

**Weapons of Mass Destruction (WMD)** – A classification that includes all nuclear, biological and chemical weapons/agents, and radiological dispersal devices. Any device, material, or substance used in a manner, in a quantity or type, or under circumstances evidencing intent to cause death or serious injury to persons or significant damage of property.