

# TUSCARAWAS COUNTY HEALTH DEPARTMENT



**Public Health**  
Prevent. Promote. Protect.

## APPENDIX 12 – GLOSSARY OF TERMS AND ABBREVIATIONS

### DOCUMENT DESCRIPTION

This appendix provides the definitions of terms and abbreviations used throughout all TCHD plans, attachments, appendices and annexes.

### TABLE OF CONTENTS

Document Description .....	1
Table of Contents .....	1
Emergency Response Plan Definitions.....	2
TCHD Approved Acronyms.....	11

## EMERGENCY RESPONSE PLAN DEFINITIONS

**Agency:** An agency is a division of government with a specific function, or a nongovernmental organization (e.g., private contractor, business, etc.) that offers a particular kind of assistance. In ICS, agencies are defined as jurisdictional (having statutory responsibility for incident mitigation) or assisting and/or cooperating (providing resources and/or assistance).

**Attachment:** A supplementary document that is necessarily attached to a primary document in order to address deficiencies; inclusion of an attachment is necessary for a primary document to be complete.

- Attachments are included immediately after the primary document that they supplement and are designated by Roman numerals.
- When referenced, attachments are designated with **bold font**.

**Annex:** Something added to a primary document (e.g., an additional plan, procedure or protocol) to expand the functionality of the primary document to which it is attached; it is distinguished from both an attachment and an appendix in that it can be developed independently of the primary document and, thus, is considered an expansion of the primary document and not merely a supplement or a complement.

- In a plan, annexes guide a specific function or type of response.
- Annexes are included immediately after the appendices of the primary document to which they are added and are designated by capital letters.
- When referenced, annexes are designated with bold, underlined font.
- When considered independently from the basic plan, annexes are, themselves, primary documents and may include attachments and appendices, but never their own annexes.
- Attachments to annexes are designated by Roman numerals preceded by the letter of the annex and a dash, e.g., "A-I."
- Appendices to annexes are designated by numbers preceded by the letter of the annex and a dash, e.g., "A-1."
- Though developed independently from the primary document, an annex must be activated as part of the plan and cannot be activated apart from it.

**Appendix:** Any complementary document, usually of an explanatory, statistical or bibliographic nature, added to a primary document but not necessarily essential to its

completeness, and thus, distinguished from an attachment; inclusion of an appendix is not necessary for a primary document to be complete.

- Appendices are included immediately after the attachments of the primary document to which they are added and are designated by numbers.
- When referenced, appendices are designated with ***bold, italicized font***.

**Basic Plan:** The main body of a plan; a basic plan is a primary document and may include attachments, appendices and annexes.

**Cache:** A pre-determined complement of tools, equipment, and/or supplies stored in a designated location, available for incident use.

**Check-In:** The process whereby resources first report to an incident. Check-in locations include: Incident Command Post, Incident Base, Camps, Staging Areas, Helibases, and Supervisors (for direct line assignments).

**Command Staff:** The Command Staff consists of the Public Information Officer, Safety Officer, and Liaison Officer. They report directly to the Department Commander. They may have an Assistant or Assistants, as needed.

**Coordination:** The process of systematically analyzing a situation, developing relevant information, and informing appropriate command authority of viable alternatives for selection of the most effective combination of available resources to meet specific objectives. The coordination process (which can be either intra- or interagency) does not involve dispatch actions. However, personnel responsible for coordination may perform command or dispatch functions within the limits established by specific agency delegations, procedures, legal authority, etc.

**Delegation of Authority:** A statement provided to the Incident Commander by the Agency Executive delegating authority and assigning responsibility. The Delegation of Authority can include objectives, priorities, expectations, constraints, and other considerations or guidelines as needed. Many agencies require written Delegation of Authority to be given to Incident Coordinator(s) prior to their assuming command on larger incidents.

**Disaster:** Any imminent threat or actual occurrence of widespread or severe damage to or loss of property, personal hardship or injury, or loss of life that results from any natural phenomenon or act of a human.

**DOC Manager:** OHP staff member responsible for management of the DOC and DOC support staff.

**Emergency:** Any incident, 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 Management Assistance Compact (EMAC):** The Emergency Management Assistance Compact (EMAC) is the first national disaster-relief compact since the Civil Defense and Disaster Compact of 1950 to be ratified by Congress. Since ratification and signing into law in 1996 (Public Law 104-321), 50 states, the District of Columbia, Puerto Rico, Guam, and the U.S. Virgin Islands have enacted legislation to become EMAC members. EMAC offers assistance during governor-declared states of emergency through a mutual aid framework that allows states to send personnel and equipment to help disaster relief efforts in other states. EMAC establishes a firm legal foundation for interstate mutual aid deployments. Once the conditions for providing assistance to a requesting state have been set, the terms constitute a legally binding contractual agreement that makes affected states responsible for reimbursement. The EMAC legislation solves the problems of liability and responsibilities of cost and allows for credentials, licenses, and certifications to be honored across state lines.

**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 (EOP):** The plan that each jurisdiction has and maintains for responding to appropriate hazards.

**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.

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

**Finance/Administration Section:** The Section responsible for all incident costs and financial considerations. Includes the Time Unit, Procurement Unit, Compensation/Claims Unit, and Cost Unit.

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

**Incident:** An occurrence or event, natural or human-caused, which requires 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 Commander/Department Commander (IC/DC):** The individual responsible for all incident activities, including the development of strategies and tactics and the ordering and the release of resources. The IC/DC has overall authority and responsibility for conducting incident operations and is responsible for the management of all incident operations.

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

**Incident Objectives:** Statements of guidance and direction necessary for the selection of appropriate strategy(ies), 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.

**Intrastate Mutual Aid Compact (IMAC):** The Ohio Intrastate Mutual Aid Compact (IMAC), Ohio Revised Code Section 5502.41, was updated on July 3, 2012. IMAC is mutual aid agreement through which all political subdivisions can request and receive assistance from any other political subdivisions in the state; many of the administrative and legal issues are resolved in advance of an incident. All political subdivisions are automatically part of IMAC. The definition of political subdivision is broad and includes not only counties, municipal corporations, villages and townships, but also port authorities, local health districts, joint fire districts, and state institutions of higher education.

**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 Incident Commander; advising the Incident Commander 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.

**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).

**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.

**Logistics Section:** The Section responsible for providing facilities, services, and materials for the incident.

**Military Installation:** A base, camp, post, station, yard, center, or other activity under the jurisdiction of the Secretary of a Military Department or, in the case of an activity in a foreign country, under the operational control of the Secretary of a Military Department or the Secretary of Defense.

**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 formed 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, and local) for activating, assembling, and transporting all resources that have been requested to respond to or support an incident.

**Multiagency Coordination Systems (MACS):** Multiagency coordination systems provide the architecture to support coordination for incident prioritization, critical resource allocation, communications systems integration, and information coordination. The components of multiagency coordination systems include facilities, equipment, emergency operations centers (EOCs), specific multiagency coordination entities, personnel, procedures, and communications. These systems assist agencies and organizations to fully integrate the subsystems of the NIMS.

**National Incident Management System (NIMS):** 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 includes a core set of concepts, principles, and terminology. Homeland Security Presidential Directive-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.

**Operational Period:** The period of time scheduled for execution of 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 operations at the incident; Includes Branches, Divisions and/or Groups, Task Forces, Strike Teams, Single Resources, and Staging Areas.

**Plan:** A collection of related documents used to direct response or activities. Plans may include up to four types of documents, which are the following: Basic Plan, Attachment, Appendix and Annex. When referenced, plans are designated with **BOLD, ITALICIZED, UNDERLINED FONT.**

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

**Planning Section:** Responsible for the collection, evaluation, dissemination of information related to the incident, in addition to the preparation and documentation of Incident Action Plans. The Section also maintains information on the current and forecasted situation, and on the status of resources assigned to the incident; which includes the Situation, Resources, Documentation, and Demobilization, as well as Technical Specialists.

**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.

**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.

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

**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.

**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.

**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.

**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.

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

**Standard Operating Procedure (SOP):** Complete reference document or an operations manual that provides the purpose, authorities, duration, and details for the preferred method of performing a single function or a number of interrelated functions in a uniform manner.

**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.

**Strategy:** The general direction selected to accomplish incident objectives set by the Incident Coordinator.

**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.

**Tactics:** Deploying and directing resources on an incident to accomplish incident strategy and objectives.

**Threat:** An indication of possible violence, harm, or danger.

**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 Unified Command, often the senior person from agencies and/or disciplines participating in the Unified Command, to establish a common set of objectives and strategies and a single Incident Action Plan.

**Vital Records:** The essential agency records that are needed to meet operational responsibilities under national security emergencies or other emergency or disaster conditions (emergency operating records), or to protect the legal and financial rights of the government and those affected by government activities (legal and financial rights records).

## TCHD APPROVED ACRONYMS

ACRONYM	DESCRIPTION
AAR	After-Action Report
AAR/IP	After-Action Report / Improvement Plan
ADA	Americans with Disabilities Act
AFN	Access and Functional Needs
ARC	American Red Cross
BEHRP	ODH, Bureau of Environmental Health & Radiation Protection
BID	ODH, Bureau of Infectious Diseases
BOH	Board of Health
CAP	Ohio Wing, Civil Air Patrol
CBRNE	Chemical, Biological, Radiological, Nuclear, & Explosive
CDC	Centers for Disease Control & Prevention
CFLOP	Command, Finance/Administration, Logistics, Operations, & Planning
CFR	Code of Federal Regulations
CMIST	Communication, Medical, Independence, Supervision, & Transportation services
CONOPS	Concept of Operations
COOP	ODH, Continuity of Operations Plan
CPG	Community Planning Guide
CRC	Community Reception Center
CRI	Cities Readiness Initiative
CTOS	Center for Radiological Nuclear Training
DAS	Ohio Department of Administrative Services

DC	Department Coordinator
DM	ODH DOC Manager
DMAT	Disaster Medical Assistance Team
DMORT	Disaster Mortuary Team
DOC	Department Operations Center
DODD	Ohio Department of Developmental Disabilities
DOE	U.S. Department of Energy
EEG	Exercise Evaluation Guide
EEl	Essential Elements of Information
EMA	Emergency Management Agency
EMAC	Emergency Management Assistance Compact
EMS	Emergency Medical Services
EOC	Emergency Operations Center
EOP	Emergency Operations Plan
EPT	Emergency Planning Team
ERC	Emergency Response Coordinator
ERP	Emergency Response Plan
ERU	ODH, OHP Emergency Response Unit
ESF	Emergency Support Function
ESF-8	Emergency Support Function #8 (Public Health and Medical Services)
EUA	Emergency Use Authorization
EVD	Ebola Virus Disease
FAC	Family Assistance Center
FE	Functional Exercise
FEMA	Federal Emergency Management Agency

FSE	Full Scale Exercise
GETS	Governmental Emergency Telecommunication Service
GMIS	Grant Information Management System
HAM	Amateur Radio
HAN	Health Alert Network
HAZMAT	Hazardous Materials
HC	Health Commissioner
HCC	Health Care Coalition
HDOC	Health Department Operations Center
HE	Health Education
HHS	U.S. Department of Health & Human Services
HICS	Health Incident Command System
HIPAA	Health Insurance Portability & Accountability Act of 1996
HIRA	Hazard Identification & Risk Assessment
HPP	Hospital Preparedness Program
HSPD-5	Homeland Security Presidential Directive #5
HSPD-8	Homeland Security Presidential Directive #8
HVA	Hazards and Vulnerability Assessment
IAP	Incident Action Plan
IC	Incident Commander
ICS	Incident Command System
IMAC	Intrastate Mutual Aid Compact
IMATS	Inventory Management and Tracking System
IP	Improvement Plan
IRMS	Inventory Resource Management System

IS	Independent Study
JAS	Job Action Sheets
JIC	Joint Information Center
JITT	Just in Time Training
LEPC	Local Emergency Planning Committee
LHD	Local Health Department/District
LNO	Liaison Officer
LOA	Letter of Agreement
LTU	ODH, OHP Logistics & Technology Unit
MAA	Mutual Aid Agreements
MACC	Multi-agency Coordination Center
MARCS	Multi-Agency Radio Communications
MCM	Medical Countermeasures
MOU	Memoranda of Understanding
MRC	Medical Reserve Corps
MYTEP	Multi-year Training and Exercise Plan
NACCHO	National Association of County and City Health Officials
NECO	Northeast Central Ohio Regional Health Coalition
NIMS	National Incident Management System
NPCHD	New Philadelphia City Health Department
NRC	Nuclear Regulatory Commission
NRF	National Response Framework
OAC	Ohio Administrative Code
ODA	Ohio Department of Agriculture
ODH	Ohio Department of Health

ODNR	Ohio Department of Natural Resources
ODRS	Ohio Disease Reporting System
ODOT	Ohio Department of Transportation
OEMA	Ohio Emergency Management Agency
OEMS	Ohio Department of Emergency Medical Services
OEPA	Ohio Environmental Protection Agency
OFA	ODH, Office of Financial Affairs
OGC	ODH, Office of General Counsel
OH	Ohio
OHA	Ohio Hospital Association
OHP	ODH, Office of Health Preparedness
OHS	Ohio Homeland Security
OMIS	ODH, Office of Management Information Systems
ONG	Ohio National Guard / Adjutant General
OPHCS	Ohio Public Health Communications System
OPOD	Ohio Points of Dispensing (website)
OPU	Operational Planning Unit
ORC	Ohio Revised Code
ORR	Operational Readiness Review
OSCA	Ohio State Coroner's Association
OSHP	Ohio State Highway Patrol
OSU	The Ohio State University
OVMA	Ohio Veterinarian Medicine Association
PAHPA	Pandemic & All-Hazards Preparedness Act of 2006
PHAB	Public Health Accreditation Board

PHE	Public Health Emergency
PHEP	Public Health Emergency Preparedness
PHI	Protected Health Information
PHS	Public Health Service Act of 1944
PIO	Public Information Officer
PMPU	Preparedness Monitoring Program Unit
POC	Points of Contact
PPD-8	Presidential Policy Directive #8
PPE	Personal Protective Equipment
PSA	Public Service Announcement
PSC	Planning Section Chief
PUCO	Public Utilities Commission of Ohio
RHC	Regional Healthcare Coordinator
RPHC	Regional Public Health Coordinator
RSOI	Reception, Staging, Onward movement & Integration
RSS	Receipt, Stage, and Store
SA	Situational Awareness
SAIC	Strategic Analysis Information Center
SEOP	State of Ohio Emergency Operations Plan
SFM	Ohio Division of State Fire Marshal
SITREP	Situation Report
SME	Subject Matter Expertise
SNS	Strategic National Stockpile
SOG	Standard Operating Guidelines
SOP	Standard Operating Procedures



TC	Tuscarawas County
TCDOC	Tuscarawas County Health Department Operations Center
TCEMA	Tuscarawas County Emergency Management Agency
TCEOC	Tuscarawas County Emergency Operations Center
TCGHD	Tuscarawas County General Health District
TCHD	Tuscarawas County Health Department
TCL	Target Capabilities List
TEP	Training and Exercise Plan
TEPW	Training and Exercise Plan Workshop
THIRA	Threat and Hazard Identification & Risk Assessment
TTX	Table Top Exercise
U.S.	United States
UC	Unified Command
USACE	U.S. Army Corps of Engineers
USCG	U.S. Coast Guard
USDA	U.S. Department of Agriculture
VOAD	Voluntary Organizations Active in Disasters
VoIP	Voice over Internet Protocol
VRC	Volunteer Reception Center
VS	Bureau of Vital Statistics
WebEOC	Web-based Emergency Operations Center
WIC	Women, Infants and Children
WPS	Wireless Priority Service