

APPENDIX

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RESOURCE LIST

The following list depicts those businesses and merchants who have done business with the City of Carpinteria recently.

Business/Merchant	Address	Telephone
<i>Grocers- Retail and Wholesale</i>		
Rite Aid	801 Linden Ave.	684-4816
Albertsons	1018 Casitas Pass Rd.	684-4815
Long's Drugs	1036 Casitas Pass Rd.	684-2784
Meat N'Place	1047 Casitas Pass Rd.	684-4866
La Mexicana Market	5292 Carpinteria Ave.	684-5737
Von's	850 Linden Avenue	684-1640
Pacific Health Foods	944 Linden Ave.	684-2115
City Market #15	501 Linden Ave.	566-0159
Reyes Market	4795 Carpinteria Ave.	684-2212
Mi Fiesta Market	4502 Carpinteria Ave.	684-2235
7-11	4410 Via Real	684-4012
Kim's Market 7 Produce	4060 Via Real	684-5783
<i>Bakeries</i>		
Reynaldo's	895 Linden Ave.	684-4981
Vons	850 Linden Ave.	684-1640
Panaderia Maria	4912 Carpinteria Ave.	684-5556
Jacks Bistro & Bagel Co.	5050 Carpinteria Ave.	566-1558
Chamomile Café	915 Linden Ave.	566-5954
<i>Ice Products</i>		
Coastal Liquor	4860 Carpinteria Ave.	684-2616
Beach Liquor/Tacos to Go	794 Linden Ave.	684-2919
City Market #15	501 Linden Ave.	566-0159
Vons	850 Linden Ave.	684-1640
Albertsons	1018 Casitas Pass Road	684-4815
Long's	1036 Casitas Pass Road	684-2784
Kims Market	4060 Via Real	684-5783
7-11	4410 Via Real	684-4012
Chevron Station Market	4290 Via Real	
Arco AM/PM	1116 Casitas Pass Road	
<i>Meat Products</i>		
Meat N Place	1047 Casitas Pass Road	684-4866
Vons	850 Linden Ave.	684-1640
Albertson's	1018 Casitas Pass Road	684-4815
La Mexicana Market	5292 Carpinteria Ave.	684-5737
Reyes Market	4795 Carpinteria Ave.	684-2212
Mi Fiesta Market	4502 Carpinteria Ave.	684-2235

<u>Business/Merchant</u>	<u>Address</u>	<u>Telephone</u>
<i>Restaurants/Take-out/Caterers</i>		
Albertsons	1018 Casitas Pass Rd.	684-4815
Beach Liquor/Tacos To Go	794 Linden Ave.	
Cabo's Baja Grill & Cantina	5096 Carpinteria Ave.	684-5507
Caje	Casitas Pass Rd.	
Cajun Kitchen	865 Linden Ave.	684-6010
Chocolat du CaliBressan	Carpinteria Ave.	
Chamomile Café	915 Linden Ave.	566-5954
Clementine's Steak House	4631 Carpinteria Ave.	684-5119
Coffee Bean & Tea Leaf	4961 Carpinteria Ave.	745-5861
Corktree Cellars Wine Bar & Bistro	910 Linden Ave.	
Danny's Deli	4890 Carpinteria Ave.	684-2711
Delgado's Mexican Food	4401 Carpinteria Ave.	684-4822
Domino's	1039 Casitas Pass Rd.	684-8371
Esau's Café	507 Linden Ave.	684-1070
Foster's Freeze	5205 Carpinteria Ave.	684-3602
Giannfranco's Trattoria	666 Linden Ave.	684-0720
Giovanni's	5003 Carpinteria Ave.	684-8288
Hugo's Restaurant	1049 Casitas Pass Rd.	566-2134
IHOP	1114 Casitas Pass Rd.	566-4926
Jack's Bistro & Bagels	5050 Carpinteria Ave.	566-1558
Meat N Place	1047 Casitas Pass Rd.	684-2784
Panaderia Maria	4912 Carpinteria Ave.	684-5556
McDonald's	1115 Casitas Pass Rd.	684-7818
Oaxaca Fresh	721 Linden Ave.	684-3635
Pacific Coast Café	6440 Via Real	566-9195
Rainbow Ice Cream & Yogurt Parlor	751 Linden Ave.	684-3118
Reyes Market	4796 Carpinteria Ave.	684-2212
Reynaldo's European and Mexican Bakery	895 Linden Ave.	684-4981
Rudy's	1001 Casitas Pass Rd.	684-7839
Rusty's Pizza	5250 Carpinteria Ave.	564-1111
Senor Frog's	892 Linden Ave.	684-9352
Siam Elephant Thai Restaurant	509 Linden Ave.	684-2391
Sly's	686 Linden Ave.	
Starbucks	5436 Carpinteria Ave.	566-0728
Subway	1009 Casitas Pass Rd.	566-0373
Surf Dog	Bailard Ave.	
Sushi Teri	970 Linden Ave.	745-1314
Taco Bell	1045 Casitas Pass Rd.	566-1803
Taco Grande	1096 Casitas Pass Rd.	684-0135
Taqueria El Buen Gusto	4835 Carpinteria Ave.	
Taqueria Rincon Alteno	4414 Via Real	684-7764
The Palms	701 Linden Ave.	684-3811
The Spot	389 Linden Ave.	
Tony's	699 Linden Ave.	684-3413
Tyler's Donuts	1002 Casitas Pass Rd.	566-3814
Uncle Chen's	1025 Casitas Pass Rd.	566-3334
Von's	850 Linden Ave.	684-1640
Worker Bee Café	973 Linden Ave.	745-1828
Zookers	5404 Carpinteria Ave.	684-8893

<u>Business/Merchant</u>	<u>Address</u>	<u>Telephone</u>
<i>Sporting Goods, Firearms, Camping Equipment</i>		
Austins Hardware	700 Linden Ave.	684-3619
Carpinteria Sports	1060 Casitas Pass Road	566-1800
Longs	1036 Casitas Pass Road	684-2784
Dannys Deli	4890 Carpinteria Avenue	684-2711
<i>Towing Service</i>		
Colson's Garage & Towing	5096 6 th Street	684-2323
<i>Automobile and Truck Rentals</i>		
Rosebro Garage	1025 Holly Ave.	684-2013
<i>Equipment Rental/Construction/Miscellaneous</i>		
Suncoast Rentals	4745 Carpinteria Ave.	735-3446
Carpinteria Valley Lumber Co.	915 Elm Ave.	684-2183

<i>Government Agencies</i>		
City of Carpinteria	(805) 684-5405	5775 Carpinteria Ave
ITEM	DESCRIPTION	
2	POWER BLOWERS	
2	SHOP VACUUM	
2	WHEEL BARROW	
500	SAND BAGS	
2	ELECTRIC CARS 2	
2	FLATBED TRUCKS LIGHT DUTY	
4	PICK UP TRUCKS	
1	40' BOOM TRUCK	
4	MISCELLANEOUS VEHICLES	
1	4X4 SKIP LOADER	
2	JD 4X4 BEACH TRACTORS W LOADER	
1	JD SMALL LOADER WITH BACKHOE	
1	10,000 LB FORK LIFT	
1	CONCRETE CORE DRILLER	
1	CONCRETE SAW	
1	TABLE SAW	
1	POWER WASHER	
2	CHAIN SAW	
2	POLE SAW	
2	POWER FANS	
2	EMERGENCY LIGHTS	
2	PORTABLE GENERATORS	
1	AIR COMPRESSOR	
	500 GALLONS DIESEL FUEL	
1	500 GALLON WATER TANK TRAILER	

1	500 GALLON WATER TANK
4	EXTENSION LADDERS
1	20 FOOT INFLATABLE SPORT BOAT WITH 90 HP MOTOR
2	8 FOOT INFLATABLE BOATS
2	POWER BLOWERS
1	DEMOLITION HAMMER
1	GAS TORCH SET
6	PORTABLE WORK LIGHTS
Carpinteria Cemetery District (805) 684 2466	
ITEM	DESCRIPTION
1	BACK HOE / SKIP LOADER
1	LIGHT DUTY DUMP TRUCK
1	CHAIN SAW
1	GAS GENERATOR
Carpinteria State Beach (805) 684-2811	
ITEM	DESCRIPTION
1	JD FRONT END LOADER
1	4KW PORTABLE GENERATOR
1	2.4KW PORTABLE GENERATOR
1	PORTABLE WATER PUMP GAS POWERED
8	CHAIN SAWS
1	DEMOLITION HAMMER
1	GAS TORCH SET
6	PORTABLE WORK LIGHTS
1	5 TON FLOOR JACKS
3	VARIOUS BOTTLE JACKS
Carpinteria Valley Water District (805) 684-2816	
ITEM	DESCRIPTION
1	300KW DIESEL GENERATOR ON TRAILER
1	1 CATEPILLER 580 BACKHOE
5	5 YARD DUMP TRUCK
1	1 PORTABLE GENERATORS
13	13 PICK UP TRUCKS
200	200 GALLON PLASTIC TANKS
1	1 VACUUM TRAILER
1	LIFTING BOOM , 1,000LBS
200	200 GALLONS OF DIESEL
500	500 GALLONS OF DIESEL
1	1 SKID STEER BOBCAT TRACTOR
1	EMERGENCY SUPPLY TRAILER
1	AIR COMPRESSOR (GAS)
1	GAS WELDING SET
	CONFINED SPACE EQUIPMENT

	DEMOLITION HAMMER
	SKIL CUT OFF SAW (GAS)
	GROUND BORING TOOL
	TRAFFIC CONTROL EQUIPMENT (CONES ETC.)
	PORTABLE WORK SITE LIGHTING.
Carpinteria Sanitary District	(805) 684-7214
ITEM	DESCRIPTION
Misc Equipment	
E-1	JOHN DEERE TRACTOR 970 SKIP/DRAG
E-2	TRIPOD ENTREY HOIST
E-3	GAS POWERED WEED EATER
E-4	GAS POWERED LEAF BLOWER
E-5	PAINT SPRAY RIG
E-6	WIRE FEED WELDER
E-7	ARC WELDER
E-8	20 TON PRESS
E-9	DRILL PRESS
E-10	BENCH GRINDER
E-11	WEED SPRAYER
E-13	QUAD AIR BREATHING COMPRESSOR
HA-1	MSA HIP-AIR ESCAPE PACK # 1 - AIR BOTTLE AND MASK
HA-2	MSA HIP-AIR ESCAPE PACK # 2 - AIR BOTTLE AND MASK
E-14	220V PORTABLE AIR COMPRESSOR #1
E-15	220V PORTABLE AIR COMPRESSOR #2
E-16	PALLET JACK
E-17	RIP CORD VENTALATOR DOWN DRAFT
E-18	RIP CORD VENTALATOR UP DRAFT
E-19	ALLEGRO PORTABLE 110V VENTALATOR
E-20	PRESSURE WASHER 3500 PSI
E-21	GAS POWERED AIR COMPRESSOR
E-22	PORTABLE 12V VENTALATOR
E-23	SUPER VAC PORTABLE 110V VENTALATOR
E-24	CHAIN SAW
E-25	CATERPILLER PROPANE POWERED FORK LIFT
E-26	WET AND DRY SHOP VAC
E-27	LATERAL CLEANER
E-28	JOHN DEERE LAWN MOWER
E-29	120 VOLT HATACHI JACKHAMMER
Portable Generators	
G-1	1994 125 KW WISPERWATT TRAILER GENSET PERP# 127606
G-2	1991 125 KW WISPERWATT TRAILER GENSET PERP# 127607
G-3	1980 25 KW TRAILER MOUNTED GENSET SULLAIR
G-4	3000 WATT GENERAC DISPOSED/OBSOLETE
G-5	2000 WATT HONDA PORTABLE GENERATOR
G-6	6250 WATT GENERAC GENERATOR
G-8	2007 25 KW TRAILER MOUNTED GENSET CUMMINS
G-9	2008 25 KW TRAILER MOUNTED GENSET WISPERWATT
Portable Pumps	
P-1	6" TRASH PUMP DISPOSED/OBSOLETE
P-2	3" PORTABLE TRASH PUMP

P-3	3" PORTABLE DIAPHRAGM PUMP
P-4	1-1/2" PORTABLE HIGH PRESSURE PUMP
P-5	6" TRAILER MOUNTED TRASH PUMP PERP# 125700
P-6	6" TRAILER MOUNTED SILENCED TRASH PUMP PERP# 14341
Vehicles	
A-1	2007 TOYOTA PRIUS
A-2	2007 FORD FOCUS
T-1	1996 FORD 3/4 TON TRUCK W/UTILITY BED
T-7	1998 VACCON VACUUM/HYDRO TRUCK
T-8	1995 FORD 8 TON CRANE TRUCK
T-9	2004 DODGE 3/4 TON 4 DOOR TRUCK
T-10	2000 DODGE 1/2 TON TRUCK
T-11	2007 FORD F-350 1 TON UTILITY TRUCK
T-12	2007 CHEVY COLORADO
T-14	2009 FORD TV INSPECTION TRUCK

SANTA BARBARA OPERATION AREA

Santa Barbara County Fire Department's **Santa Barbara Operation Area, "All Risk", MUTUAL AID PLAN** lists the Specialized Equipment inventoried throughout the County of Santa Barbara. Also included in the MUTUAL AID PLAN are the lists of equipment each Mutual Aid Strike Team has available. Such inventory lists will be updated annually.

CONTACT LIST

<u>Contact</u>	<u>Number</u>
OES Region I – Coordinator	(323) 881-2401
OES Region I – Dispatch Center	(323) 881-2455
OES Region 1 – Alternate	(714) 289-3712 (office)
Orange County Fire Authority	(714) 744-0455 (dispatch)
OES Representative	(805) 358-1123 (cell)
	(805) 446-1512 (pager)
San Luis Obispo County Area	(805) 543-4244 (office)
	(805) 543-4242 (dispatch)
Ventura County Area	(805) 389-9710 (office)
	(805) 388-4279 (dispatch)
Santa Barbara County Area	(805) 681-5500 (office)
	(805) 692-5723 (dispatch)
Santa Barbara Operational Area ‘ROSS Duty Officer’	(805) 692-5735
Santa Barbara County Dispatch Emergency	(805) 683-2724 (24 hr. line)
Santa Barbara Operational Area, 1st Alternate	(805) 969-7762 (office)
	(805) 565-3651 (Emergency Line 24 hrs.)
Santa Barbara Operational Area, 2nd Alternate	(805) 736-4513 (office)
	(805) 736-2341 (24 hr. Dispatch)

Current Key Personnel for OES Region 1 and Public Safety Agencies’ Mobile Telephones are listing in Santa Barbara County Fire Department’s **Santa Barbara Operation Area, “All Risk”, MUTUAL AID PLAN.**

For additional City specific Contacts, please consult the **Emergency Contacts List** kept at City Hall or refer to the **Blue Cards** distributed to key staff members.

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**CITY OF CARPINTERIA
ADMINISTRATIVE POLICY
REGARDING CALL BACK AND STANDBY RESPONSES**

The following policy is approved for Call Back and Standby responses

Call Back “Call Back” shall be defined as an employee being called out to work after normal working hours by the Sheriffs Department, City Manager or Supervisor on an unscheduled basis.

Continued work beyond the regular scheduled work day, if notified prior to dismissal time, does not constitute a call-out, but is considered overtime.

Standby Only the City Manager or Acting City Manager may order a standby status. When on standby status, an employee is required to be on-call during normal time off, accessible by telephone and available to report to work immediately. This does not include informal alerts or requests for an employee to keep the City Manager or Acting City Manager advised of whereabouts during specific times of a possible impending emergency.

It is the City policy that employees shall not use or be under the influence of alcohol, narcotics and/or dangerous or habit-forming drugs while on duty or subject to being called to duty.

An assigned City vehicle must be used in responding to Call Backs or Call Outs. Non-employees are not authorized to ride in the City vehicle.

Your badge and appropriate apparel identifying you as a City employee must be worn when responding to a Call Back. Your City Identification Card should be carried with you at all times.

Dates, times and purpose of all Standby responses and Call-Backs shall be accurately documented.

Management shall assign overtime work, Call Back and Standby assignments as equitably as possible among qualified employees in the same classification. A list will be established for the purpose of providing a rotating system.

CALL BACK

An employee in off-duty status (including approved leave time) will not be required to respond to a Call Back. The exception being when a state of emergency has been declared by the City Manager.

Call Back/Standby
Page 2

Any affected employee called out to work after normal working hours shall be compensated at the base overtime rate for a minimum of two (2) hours. Call out hours in excess of the two hour minimum will be compensated to the nearest quarter hour.

If unable to respond to a Call Back within thirty (30) minutes, the supervisor should be contacted.

An employee responding to a Call Back must be in physical condition to adequately perform his duties and must not have consumed any alcoholic beverage or taken medication that might impair his/her ability to perform the duties required.

If unable to respond to a call back, the caller should be notified immediately so the next person on the list can be contacted.

AUTHORIZED MEETINGS OUTSIDE NORMAL WORKING HOURS

Employees who are required and/or authorized to attend an authorized meeting which starts after the established work day shall be credited for a minimum of two (2) hours overtime. For all time in excess of two (2) hours, normal overtime policies shall be in effect.

STANDBY RESPONSE

The City agrees to pay \$24.00 per twenty-four (24) hour period or portion thereof in excess of four (4) hours if, in the event of an emergency situation, the employee is required to-be on call on a standby status at his/her home during normal time off. Only the City Manager or Acting City Manager may order an employee to standby status. Standby status does not include responding to 911 pager calls requiring telephone response or Call-Backs, informal alerts or requests to keep the City Manager or Acting City Manager advised of whereabouts during possible emergencies.

Standby response should be immediate. An employee on Standby status must be in physical condition to adequately perform his/her duties and must not have consumed any alcoholic beverage or taken medication that might, in any way, hinder performance of his/her duties.

TELEPHONE CALLS

Telephone calls made in response to 911 pager calls shall be compensated at the base overtime rate for a maximum of one-quarter hour per call.

Call-out time and response to 911 pager calls should be so designated and accurately recorded on the appropriate bi-weekly time sheet.

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CROSSWALK

Jurisdiction Name: City of Carpinteria

Name of Submitter: Dave Durflinger, City Manager **Phone:** (805) 684-5405

Reviewing Agency: _____ **Review Date:** _____

Name of Reviewer: _____ **Phone:** _____

Purpose: This emergency plan review crosswalk is a quick reference for determining whether an emergency plan has addressed critical elements of California's Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS). This crosswalk serves as general guidance for Emergency Operations Plan (EOP) review and may not be "all inclusive".

NIMS

Requirement

for EOPs: Each jurisdiction develops an EOP that defines the scope of preparedness and incident management activities necessary for that jurisdiction. The EOP should also describe organizational structures, roles and responsibilities, policies, and protocols for providing emergency support. The EOP facilitates response and short-term recovery activities (which set the stage for successful long-term recovery). It should drive decisions on long-term prevention and mitigation efforts or risk-based preparedness measures directed at specific hazards. An EOP should be flexible enough for use in all emergencies. A complete EOP should describe the purpose of the plan, situation and assumptions, concept of operations, organization and assignment of responsibilities, administration and logistics, plan development and maintenance, and authorities and references. It should also contain functional annexes, hazard-specific appendices, and a glossary. EOPs should predesignate jurisdictional and/or functional area representatives to the IC or UC whenever possible to facilitate responsive and collaborative incident management. While the preparedness of the public is generally beyond the scope of the NIMS, EOPs should also include pre-incident and post-incident public awareness, education, and communications plans and protocols. (<http://www.fema.gov/nimcast>)

Instructions: For each element described below, please enter the location in the plan where the element is described (page number, chapter, section, paragraph, etc.). If this element is not applicable to your plan, list it as such. If the element is contained in another document, list the name of the document as appropriate. If the element is in multiple sections or on multiple Pgs., please so indicate. A completed copy of this crosswalk should accompany each local EOP submitted to the OES regional office for review.

Note: Each element is identified as a SEMS EOP Element or a NIMS EOP Element. ***NIMS EOP Elements are indicated in Italics.***

Revised March 1, 2007

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Emergency Operations Plan Crosswalk Element	Where Located	Reviewer Comment or Initials
FOREWORD SECTION		
1. Foreword/Preface/Introduction: Provides a foreword, preface or introduction that explains why the plan was developed and how the plan is to be used (SEMS EOP Element). <i>This section should describe that the plan is flexible enough to use in all emergencies and will facilitate response and short-term recovery activities (NIMS EOP Element).</i>	Pg. vii	
2. Plan Concurrence: Provides evidence that the assigned emergency agencies are in agreement with how the plan describes their tasks. This may be in the form of a letter of concurrence or a sign-off sheet (SEMS EOP Element).	Pg. xv, <i>Will be adopted upon State OES approval.</i>	
3. Letter of Approval: Provides evidence of a dated letter of promulgation or resolution from the governing board (SEMS EOP Element).	Pg. v	
PART I: BASIC PLAN		
4. Table of Contents: Listing of where significant parts of the plan are located by Pg. number and subsection of the plan (SEMS EOP Element).	Pgs. I-i, II-i, III-i	
5. Purpose: <i>Describes the EOP purpose (NIMS EOP Element).</i>	Pg. I-1	
6. Scope: <i>Defines the scope of preparedness and incident management activities necessary for the jurisdiction (NIMS EOP Element).</i>	Pgs. I-1 thru I-6	
7. Authorities and References: <i>Describes the EOP authorities and references (NIMS EOP Element).</i> Provides authorities for the plan and its development. Identifies the references used in developing the plan (SEMS EOP Elements).	Pgs. I-17 thru I-20	
8. Situation and Assumptions: <i>Describes the EOP situation and assumptions (NIMS EOP Element).</i> Summarizes the Jurisdictional Hazard Analysis. Includes a description of potential hazards. This could be in a narrative with maps, schematic, or matrix indicating severity potential, affected population estimates, frequency, and geographical characteristics of the jurisdiction. This and other relevant information should be included to provide a rationale for prioritizing emergency preparedness actions for specific hazards (SEMS EOP Element).	Pgs. I-4, I-6, I-47, Pg. I-61: Fig. 1a, Pg. I-62: Fig. 1b, Pg. I-63: Fig. 2	
9. Organization, Roles and Responsibilities: <i>Describes organizational structures, roles and responsibilities, policies, and protocols for providing emergency support (NIMS EOP Element).</i>	Pgs. I-7, I-17, I-19, Pg. II-4	
10. Standardized Emergency Management System (SEMS) based Emergency Organization: Identifies agency roles and responsibilities during disaster situation, include an emergency organization chart. Indicate how the jurisdiction fulfills the five SEMS sections (Management, Plans/Intelligence, Operations, Logistics, Finance/Administration) (SEMS EOP Element).	Pg. I-7, Pg. II-1, Pg. II-8: Chart 8, Pg. II-10: Chart 10, Pgs. II-62, II-129, II-177, II-227	
11. Emergency Operations Center Organization: Describes the roles and responsibilities of agencies and departments in the EOC, including who is responsible for ensuring the readiness of the EOC (SEMS EOP Element).	Pg. I-8, I-26, Pgs. II-5, II-13, II-19, II-25, II-27	
12. Involvement of special districts, private and non-profit agencies. Identifies emergency responsibilities of special districts, private and volunteer agencies, and their roles in the EOC, REOC, Incident Command Post, or other emergency facility (SEMS EOP Element).	Pgs. I-7, I-8, I-14 Pg. II-8, II-22	

Emergency Operations Plan Crosswalk Element	Where Located	Reviewer Comment or Initials
13. Essential Facilities-Primary and Alternate EOC. Indicates the location of both the primary and alternate EOC and what conditions would cause the alternate EOC to be activated (SEMS EOP Element).	Pg. I-6, Pgs. II-24, II-25 II-36	
14. Essential Facilities-Activation/Deactivation of EOC. Indicates how, when, and by whom, the Emergency Operations Center will be activated and deactivated (SEMS EOP Element).	Pgs. I-2, I-6 Pgs. II-28, II-29	
15. Essential Facilities-Alternate Government Facilities. Indicates an alternate seat of government to serve as government offices for performing day-to-day functions and a facility that could serve as an alternate emergency operations center (EOC) (SEMS EOP Element).	Pg. I-51, Pgs. II-13, II-25	
16. Essential Facilities-Americans with Disabilities Act. Identifies how shelter facilities, evacuation/movement, warning, etc. procedures accommodate the provisions of the Americans with Disabilities Act (SEMS EOP Element).	Pg. II-109	
17. Continuity of Government. Provides persons by position to succeed key government officials and members of the emergency management organization. Also indicates the level and duration of authority these individuals would assume (Gov. Code Sec. 8560) (SEMS EOP Element).	Pg. I-10, Pgs. II-11, II-15	
18. Vital Record Retention. Indicates how vital records are to be protected in the event of a disaster. Most data storage systems have a back-up system. Identify the system, archiving schedules, and who has responsibility for its maintenance (SEMS EOP Element).	Pg. II-14	
19. Concept of Operations. Describes the EOP concept of operations (NIMS EOP Element). Includes the principles and methods used to carry out emergency operations, including the provision of emergency services by government agencies (Gov. Code Sec. 8560).	Pgs. I-1, I-23, Pgs. II-2, II-66, II-130, II-178, II-228	
20. Notification and Mobilization. Describes how resources are mobilized and managed (Gov. Code Sec. 8560). Includes methods to contact emergency response personnel during normal and after-hours. This may be in the form of an alert list (SEMS EOP Format).	Pg. I-15, Pgs. II-22, II-22, II-120, Pg. A-7 <i>City of Carpinteria Emergency Directory</i>	
21. SEMS Coordination Levels. Indicates how the jurisdiction coordinates between the different SEMS levels (field, local, operational areas, region, state), how information is exchanged, how and when multi/inter-agency coordination and unified command are used. The Operational Area agreement should also be referenced; and the plan should indicate who performs the Operational Area responsibilities (SEMS EOP Element).	Pg. viii, Pg. I-7, Pgs. II-6, II-18, II-23, Pg. II-9: Chart 2	
22. Incident Command System (ICS). Indicates how ICS will be used in the field. This should include the interface between the field Incident Command Post and the EOC. It should also indicate methods of integrating state and federal field activities into local emergency management operations (SEMS EOP Element). <i>Predesignates jurisdictional and/or functional area representatives to the IC or UC whenever possible (NIMS EOP Element).</i>	Pgs. I-7, I-25 Pgs. II-16, II-18, II-23	
23. Field/EOC Communications and Coordination. Indicates how the EOC will coordinate and communicate with field units, operational areas, regions, and other entities, including the use of the Response Information Management System (SEMS EOP Element).	Pgs. I-7, I-14, I-41 Pgs. II-16, II-25	
24. Field/EOC Direction and Control Interface. Describes the direction and control relationship between the field responders (ICS) and the EOC. This should include the reporting of pertinent information (SEMS EOP Element).	Pg. I-7 Pgs. II-16, II-23, II-81, II-87, II-106, II-114, II-120, II-126	

Emergency Operations Plan Crosswalk Element	Where Located	Reviewer Comment or Initials
25. Field coordination with Department Operations Centers (DOCs) and EOCs. Includes the use and coordination of DOCs and how they fit into the emergency management organization (SEMS EOP Element).	Pgs. II-16, II-19, II-22, II-23	
26. Mutual Aid. Includes a general description of mutual aid system and processes (Gov. Code Sec. 8560) (SEMS EOP Element).	Pgs. I-25 thru I-32, Pgs. II-7, II-16, II-18 Pgs. III-2, III-10, III-33	
27. Emergency Declarations. Indicates the purpose and process of emergency declarations (include samples) (SEMS EOP Element).	Pgs. I-3, I-6, I-9, I-17, I-42, I-44 Pgs. III-9, III-15, III-17, III-18, III-20	
28. Public Information: Includes pre-incident and post-incident public awareness, education, and communications plans and protocols (NIMS EOP Element). (Gov. Code Sec. 8560)	Pgs. I-2, I-4, I-5, I-10 Pgs. II-2, II-5, II-31, II-33, II-40, II-42, II-87, II-92, II-143, II-186	
29. Recovery Overview. Includes a general recovery concept of operations (SEMS EOP Element).	Pgs. I-1, I-2, I-5, I-35, I-42 Pgs. II-3, II-134	
30. Recovery Organization. Provides a description of the recovery organization along with a diagram (SEMS EOP Element).	Pgs. I-5, I-9, I-15, I-35 Pgs. II-8, II-20, II-114, II-135, II-139	
31. Recovery Damage Assessment. Describes the damage assessment organization and responsibilities (SEMS EOP Element).	Pgs. I-21, I-36 Pg. II-31, II-135, II-153	
32. Recovery Documentation. Describes the documentation process (SEMS EOP Element).	Pgs. I-37, I-41 Pgs. II-113, II-128	
33. Recovery After-action Reports. Includes the OES After-Action Questionnaire (SEMS EOP Element).	Pg. I-41 Pgs. II-41, II-20, II-131 ICS Form 214	
34. Recovery Disaster Assistance. Describes the different programs, their purpose, restrictions, and application process. Include Public Assistance, Individual Assistance, and Hazard Mitigation Grant programs (SEMS EOP Element).	Pgs. I-5, I-21 thru I-22, I-42 thru 44, I-46 Pg. II-165	
35. Administration and Logistics. Describes the administration and logistics of the EOP (NIMS EOP Element).	Pgs. I-7, I-8 Pgs. II-20, II-27, II-30, II-179	
36. Emergency Plan Maintenance and Distribution. Describes EOP development and maintenance (NIMS EOP Element). Who maintains the emergency plan? What is the process? Details schedules for modifications, revision list, distribution list, and who has responsibility for ensuring the plan is kept up-to-date (SEMS EOP Element).	Pgs. viii, ix, xi, xiii, Pg. I-41	
37. Standard Operating Procedures (SOP) Development. Ensures emergency response agencies develop and maintain SOPs. Indicate in the plan the relationship and purpose of SOPs to the plan (SEMS EOP Element).	Pg. vii, Pgs. I-2, I-81	
38. Training and Exercises. Describes the training and exercise programs for the jurisdiction, including who has personal responsibility for the programs. Training should include EOP orientation, SEMS training, a full-scale exercise, and other training as deemed necessary (SEMS EOP Element).	Pgs. viii, ix, Pgs. I-7, I-10, Pgs. II-19, II-20, Pgs. III-62, III-66	

Emergency Operations Plan Crosswalk Element	Where Located	Reviewer Comment or Initials
PART II: FUNCTIONAL ANNEXES		
<p>39. Functional Annexes. Contains functional annexes (NIMS EOP Element). Suggested annexes should address the five emergency management functions. They may be as simple as a checklist or as complex as to include function-based concepts of operation.</p>	Pg. I-8, Pgs. II-1, II-66, II-177, II-227, Pg. II-8: Chart 1	
<p>40. Management Section. Should include the following activities and responsibilities (SEMS EOP Element):</p> <ul style="list-style-type: none"> ● Overall EOC management ● Public Information assignment ● Identification of a media center ● Rumor control ● Public inquires ● Provision for public safety communications and policy ● Identification of a Safety Officer ● Facility security ● Agency liaison ● State/federal field activity coordination 	Pgs. II-1 thru II-63	
<p>41. Operations Section. Should include the following activities and responsibilities (SEMS EOP Element):</p> <ul style="list-style-type: none"> ● General warning ● Special population warning ● Authority to activate Emergency Alert System ● Inmate evacuation ● Traffic direction and control ● Debris removal ● Evacuation ● Evacuation and care for pets and livestock ● Access control ● Hazardous materials management ● Coroner operations ● Emergency medical care ● Transportation management ● Crisis counseling for emergency responders ● Urban search and rescue ● Disease prevention and control ● Utility restoration ● Flood operations ● Initial damage assessments ● Safety assessments ● Shelter and feeding operations ● Emergency food and water distribution 	Pgs. II-65 thru II-126	

Emergency Operations Plan Crosswalk Element	Where Located	Reviewer Comment or Initials
<p>42. Planning/Intelligence Section. Should include the following activities and responsibilities (SEMS EOP Element):</p> <ul style="list-style-type: none"> • Situation status • Situation analysis • Information display • Documentation • Advance planning • Technical services • Action planning • Demobilization 	Pgs. II-127 thru II-174	
<p>43. Logistics Section. Should include the following activities and responsibilities (SEMS EOP Element):</p> <ul style="list-style-type: none"> • Field incident support • Communications support • Transportation support • Personnel • Supply and procurement • Resource tracking • Sanitation services • Computer support 	Pgs. II-175 thru II-223	
<p>44. Finance/Administration Section. Should include the following activities and responsibilities (SEMS EOP Element):</p> <ul style="list-style-type: none"> • Fiscal management • Time-keeping • Purchasing • Compensation and claims • Cost recovery • Travel request, forms, claims 	Pgs. II-225 thru II-258	
PART III: APPENDICES		
<p>45. Appendices. <i>Contains hazard-specific appendices (NIMS EOP Element).</i></p>	Pg. I-21	
<p>46. Hazardous Materials. Incorporates or references the Hazardous Materials Area Plan requirements into the emergency plan. (SEMS EOP Element).</p>	Pg. I-65	
<p>47. Dams. If there are dams in the area, the plan should have, or reference inundation maps that indicate what areas could flood, the time the flood wave arrives at specific locations and when the water will recede. Operational information necessary to carry-out an evacuation of all potentially flooded areas should be indicated for each dam. This information required for each dam should include shelter locations, location of critical facilities such as government center hospitals, nursing homes, schools, day care centers, etc. Each dam evacuation plan should also indicate other facilities with large concentrations of disabled persons or persons that lack their own transportation, or requiring special assistance (SEMS EOP Element).</p>	N/A	

Emergency Operations Plan Crosswalk Element	Where Located	Reviewer Comment or Initials
48. Other Hazards Specific to the Jurisdiction. The threat of domestic terrorism has gained the interest of emergency managers in recent years. Most of the State is prone to damages from earthquakes. Some coastal jurisdictions could be affected by tsunamis. Some alpine areas of the State are prone to avalanches and some to volcanic activity. The EOP should address response activities that are specific to all hazards that pose a threat to the jurisdiction (SEMS EOP Element).	Pgs. I-49 thru I-51, I-53, I-65, I-69, I-71, I-73, I-75, I-77, I-79	
49. Glossary of Terms. Contains a glossary of terms (NIMS EOP Element). Provide a glossary that includes all the terms used throughout the plan (SEMS EOP Element).	Appendix: A-21, A-33	
50. Resources. Identifies sources for materials and supplies internally and externally (SEMS EOP Element).	Appendix: A-1	
51. Contact List. Includes a list of agencies and personnel not internal to the organization but critical to emergency operations (SEMS EOP Element).	Appendix: A-7	
52. Supporting Documentation. Includes material necessary to self-certify compliance with SEMS. This should include evidence of training, planning, exercises, and performance (SEMS EOP Element).	self-certify: pgs. III-12, III-63 training: pgs. II-19, III-64, III-65 planning: pgs. III-57, III-63, III-64, ICS Form 215 exercises: pgs. II-19, II-131, III-63 performance: pgs. II-62, II-65, ICS Forms 224, 225, 226 Pg. III-62, Minimum Performance Objectives contained in Approved Course of Instruction (ACI) <i>City training in process.</i>	

GLOSSARY OF TERMS

A

"**Action Plan**" means the plan prepared in the EOC containing the emergency response objectives of that SEMS level reflecting overall priorities and supporting activities for a designated period. The plan is shared with supporting agencies.

"**Activate**" means, at a minimum, a designated official of the emergency response agency implements SEMS as appropriate to the scope of the emergency and the agency's role in response to the emergency.

"**After-Action Report**" means a report identifying and assessing response actions, application of SEMS, modifications to plans and procedures, training needs and recovery activities. After-Action Reports are required under SEMS after any emergency which requires a declaration of an emergency. Such reports are required within 90 days after the declaration of emergency has been terminated.

"**Agency**" means a division of government with a specific function, or a non-governmental organization (e.g., private contractor, business, etc.) that offers a particular kind of assistance. In ICS, agencies are defined as jurisdictional (having statutory responsibility for incident mitigation), or assisting and/or cooperating (providing resources and/or assistance). (See Assisting Agency, Cooperating Agency and Multi-agency.)

"**Agency Dispatch**" means the agency or jurisdictional facility from which resources are allocated to incidents.

"**Agency Executive or Administrator**" means the Chief executive officer (or designee) of the agency or jurisdiction that has responsibility for the incident.

"**Agency Representative**" means an individual assigned to an incident or to an EOC from an assisting or cooperating agency who has been delegated authority to make decisions on matters affecting that agency's participation at the incident or at the EOC. Agency Representatives report to the Liaison Officer at the incident, or to the Liaison Coordinator at SEMS EOC levels.

"**Air Operations Branch Director**" means the person primarily responsible for preparing and implementing the air operations portion of the field Incident Action Plan. Also, responsible for providing logistical support to helicopters operating on the incident.

"**Allocated Resources**" means resources dispatched to an incident.

"**Area Command**" means an organization established to: 1) oversee the management of multiple incidents that are each being handled by an Incident Command System organization; or 2) to oversee the management of a very large incident that has multiple Incident Management Teams assigned to it. Area Command has the responsibility to set overall strategy and priorities, allocate critical resources based on priorities, ensure that incidents are properly managed, and ensure that objectives are met and strategies followed.

"**Assignments**" means tasks given to resources to perform within a given operational period, based upon tactical objectives in the Incident or EOC Action Plan.

"**Assistant**" is a title for subordinates of the Command Staff positions at the Field SEMS level. The title indicates a level of technical capability, qualifications, and responsibility subordinate to the primary positions. Assistants may also be used to supervise unit activities at camps.

"**Assisting Agency**" means an agency directly contributing tactical or service resources to another agency.

"**Available Resources**" are incident-based resources which are available for immediate assignment.

B

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

"Branch" is the organizational level at the SEMS Field Level having functional or geographic responsibility for major parts of incident operations. The Branch level is organizationally between Section and Division/Group in the Operations Section, and between Section and Units in the Logistics Section. Branches are identified by the use of Roman Numerals or by functional name (e.g., medical, security, etc.). Branches are also used in the same sequence at the SEMS EOC Levels.

"Branch Director" is the ICS title for individuals responsible for supervision of a Branch at the Field Level. AT SEMS EOC levels, the title *Branch Coordinator* is preferred.

C

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

"Camp" is a geographical site, within the general incident area, separated from the Incident Base, equipped and staffed to provide sleeping, food, water, and sanitary services to incident personnel.

"Casualty Collection Point (CCPs)" are sites designated by the County Health Care Agency for the congregation, triage, austere medical treatment and stabilization for evacuation of casualties to hospitals or a Disaster Support Area. *CCPs should not be viewed as first aid stations for the minimally injured.*

"Chain of Command" means a series of management positions in order of authority.

"Check-In" is the process whereby resources first report to an incident or into an EOC. Check-in locations at the SEMS Field level include: Incident Command Post (Resources Unit), Incident Base, Camps, Staging Areas, Helibases, Helispots, and Division Supervisors (for direct line assignments).

"Clear Text" means the use of plain English in radio communications transmissions. No Ten Codes or agency specific codes are used when utilizing Clear Text.

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

"Command Post" (See Incident Command Post)

"Command Staff" means the staff at the SEMS Field level consisting of the Information Officer, Safety Officer, and Liaison Officer. They report directly to the Incident Commander. They may have an assistant or assistants, as needed. These functions may also be found at the EOC levels in SEMS. At the EOC they would report to the EOC Director but may be designated as Coordinators. At EOCs, the functions may also be established as Sections or Branches to accommodate subsequent expansion.

"Communications Unit" means 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 provide the major part of an Incident Communications Center.

"Compacts" mean formal working agreements among agencies to obtain mutual aid.

"**Compensation Unit/Claims Unit**" is the functional unit within the Finance/Administration Section responsible for financial concerns resulting from property damage, injuries or fatalities at the incident or within an EOC.

"**Complex**" means two or more individual incidents located in the same general area which is assigned to a single Incident Commander or to a Unified Command.

"**Cooperating Agency**" means an agency supplying assistance other than direct tactical or support functions or resources to the incident control effort (e.g., American Red Cross, telephone company, etc.).

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

"**Coordination Center**" is a term used to describe any facility that is used for the coordination of agency or jurisdictional resources in support of one or more incidents.

"**Cost Sharing Agreements**" are agreements between agencies or jurisdictions to share designated costs related to incidents. Cost sharing agreements are normally written but may also be verbal between authorized agency or jurisdictional representatives at the incident.

"**Cost Unit**" is a functional unit within the Finance/Administration Section responsible for tracking costs, analyzing cost data, making cost estimates, and recommending cost saving measures.

D

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

"**Demobilization Unit**" is a functional unit within the Planning Section responsible for assuring orderly, safe and efficient demobilization on incident or EOC assigned resources.

"**Department Operations Center**" means a facility used by a distinct discipline, such as flood operations, fire, medical, hazardous material, or a unit, such as Department of Public Works or Department of Health. Department operations centers may be used at all SEMS levels above the field response level depending upon the impacts of the emergency.

"**Deputy Incident Commander (Section Chief or Branch Director)**" means 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, the Deputy could act a relief for a superior and therefore must be fully qualified in the position. Deputies may also be found as necessary at all SEMS EOC levels.

"**Disaster**" means a sudden calamitous emergency event bringing great damage loss or destruction.

"**Disaster Application Center (DAC)**" is a facility established by state and federal agencies in or near an affected area where disaster victims may receive information and applications to meet their emergency and rehabilitative needs.

"**Disaster Field Office (DFO)**" is the central facility established by the Federal Coordinating Officer

(also referred to in the field as the DFO) within or adjacent to an affected area to coordinate and control state and federal emergency response efforts which support disaster relief and recovery operations. '

"Dispatch" means the implementation of a command decision to move a resource or resources from one place to another.

"Dispatch Center" means a facility from which resources are assigned to an incident.

"Division" is used to divide an incident into geographical areas of operation. Divisions are identified by alphabetic characters for horizontal applications and, often, by numbers when used in buildings. Divisions are also used at SEMS EOC levels and are found organizationally between Branches and Units.

"Division or Group Supervisor" is a position title for individuals responsible for command of a Division or Group at an Incident. At the EOC level, the title is Division Coordinator.

"Documentation Unit" is a functional unit within the Planning Section responsible for collecting, recording and safeguarding all documents relevant to an incident or within an EOC.

E

"Emergency" means a condition of disaster or of extreme peril to the safety of persons and property caused by such conditions as air pollution, fire, flood, hazardous material incident, storm, epidemic, riot, drought, sudden and severe energy shortage, plant or animal infestations or disease, the Governor's warning of an earthquake or volcanic prediction, or an earthquake or other conditions, other than conditions resulting from a labor controversy.

- (1) **"State of war emergency"** means the condition which exists immediately, with or without a proclamation thereof by the Governor, whenever this state or nation is attacked by an enemy of the United States, or upon receipt by the state of a warning from the federal government indicating that such an enemy attack is probable or imminent.
- (2) **"State of Emergency"** means the duly proclaimed existence of conditions of disaster or of extreme peril to the safety of persons and property within the state caused by such conditions as air pollution, fire, flood, storm, epidemic, riot, drought, sudden and severe energy shortage, plant or animal infestation or disease, the Governor's warning of an earthquake or volcanic prediction, or an earthquake or other conditions, other than conditions resulting from a labor controversy or conditions causing a State of War emergency," which conditions, by reason of their magnitude, are or are likely to be beyond the control of the services, personnel, equipment, and facilities of any single county, city and county, or city and require the combined forces of a mutual aid region or regions to combat, or with respect to regulated energy utilities, a sudden and severe energy shortage requires extraordinary measures beyond the authority vested in the California Public Utilities Commission.
- (3) **"Local emergency"** means the duly proclaimed existence of conditions of disaster or of extreme peril to the safety of person and property within the territorial limits of a county, city and county, or city, caused by such conditions as air pollution, fire, flood, storm, epidemic, riot, drought, sudden and severe energy shortage, plant or animal infestation or disease, the Governor's warning of an earthquake or volcanic prediction, or an earthquake, or other conditions, other than conditions resulting from a labor controversy, which conditions are or are likely to be beyond the control of the services, personnel, equipment, and facilities of that political subdivision and require the combined forces of other political subdivisions to combat, or with respect to regulated energy utilities, a sudden and severe energy shortage requires extraordinary measures beyond the authority vested in the California Public Utilities Commission.

"Emergency Broadcast System (EBS)" is a cooperative system which enables all levels of government to communicate through local commercial radio and television broadcast stations with the general public in the event of a disaster.

"Emergency Management Coordinator" means the individual within each jurisdiction that is delegated the day to day responsibility for the development and maintenance of all emergency management coordination efforts.

"Emergency Management Council" includes the EOC Director and the four Section Coordinators. This Council provides for multi-agency coordination within the city.

"Emergency Management Director (Emergency Services Director)" means the individual within each political subdivision that has overall responsibility for jurisdiction emergency management.

"Emergency Medical Technician (EMT)" means a health-care specialist with particular skills and knowledge in pre-hospital emergency medicine.

"Emergency Operations Center (EOC)" means a location from which centralized emergency management can be performed.

"Emergency Operations Center Director" means the individual responsible for the command of all functions at the Emergency Operations Center, including the adoption and implementation of the jurisdictions Emergency Response Strategy Plan.

"Emergency Operations Plan" means the plan that each jurisdiction has and maintains for responding to appropriate hazards. This document is the Carpinteria Emergency Operations Plan.

"Emergency Response Agency" means any organization responding to an emergency, or providing mutual aid support to such an organization, whether in the field, at the scene of an incident, or to an operations center.

"Emergency Response Personnel" means personnel involved with an agency's response to an emergency.

"Essential Facilities" are those facilities essential for conducting emergency operations and maintaining the health, safety, and overall well-being of the public following a disaster. Essential facilities also may include buildings which have been designated for use as mass care facilities, such as schools and churches.

"EOC Action Plan" means the plan developed at SEMS EOC levels which contain objectives, actions to be taken, assignments and supporting information for the next operational period.

"Event" means 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.

F

"Facilities Unit" means a functional unit within the Support Branch of the Logistics Section at the SEMS Field Response Level that provides fixed facilities for the incident. These facilities may include the Incident Base, feeding areas, sleeping areas, sanitary facilities, etc.

"Fallout" means the fall back to earth of particles contaminated with radiation from a nuclear weapon's explosion or from a leak at a nuclear power plant. Early and local fallout refers to those particles which reach the earth within 24 hours of a nuclear explosion. Delayed or worldwide fallout consists of smaller particles which rise into the stratosphere and are carried by winds to all parts of the earth. Delayed fallout is brought to earth mainly by rain or snow over an extended period of time.

"Fallout Shelter" means a habitable structure used to protect its occupants from radioactive fallout.

Shelter criteria include:

A "protection factor" 40 times greater than an unprotected exposure.

A minimum of 10 square feet of floor space per person.

A minimum of 65 cubic feet of space per person in ventilated areas and 500 cubic feet in unventilated areas.

"Federal Disaster Relief Act" refers to Public Law 93-288, as amended, which gives the President broad powers to supplement the efforts and available resources of state and local governments in carrying out their responsibilities to alleviate suffering and damage resulting from major peacetime disasters.

"Field Level" means one of the five SEMS Levels where emergency response personnel and resources carry out tactical decisions and activities in direct response to an incident or threat.

"Field Operations Guide" is a pocket-size manual of instructions on the application of the Incident Command System at the Field SEMS Level.

"Finance/Administration Section" means one of the five primary functions found at all SEMS levels which is responsible for all costs and financial considerations. At the incident the Section can include the Time Unit, Procurement Unit, Compensation/Claims Unit and Cost Unit.

"Food Unit" is a functional unit within the Services Branch of the Logistics Section responsible for providing meals for incident and or EOC personnel.

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

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

G

"General Staff" is the group of management personnel reporting to the Incident Commander or to the EOC Director. They may each have a deputy, as needed. At the Field SEMS level, the General Staff consists of: Operations Section Chief Planning/Intelligence Section Chief Logistics Section Chief Finance/Administration Section Chief

At some SEMS EOC levels, the position titles are Section Coordinators.

"Generic ICS" refers to the description of ICS that is generally applicable to any kind of incident or event.

"Ground Support Unit" is a functional unit within the Support Branch of the Logistics Section at the SEMS Field Response level that is responsible for the fueling, maintaining and repairing of vehicles, and the transportation of personnel and supplies.

"Group" means a division of an incident into functional areas of operation. Groups are composed of resources assembled to perform a special function not necessarily within a single geographic division. (See Division.) Groups are located between Branches (when activated) and Resources in the Operations Section.

H

"Hazardous Material" means a substance or combination of substances which, because of quantity, concentration, physical, chemical, radiological, explosive, or infectious characteristics, poses a

substantial present or potential danger to humans or the environment. Generally, such materials are classed as explosives, and blasting agents, flammable and nonflammable gases, combustible liquids, flammable liquids and solids, oxidizers, poisons, disease-causing agents, radioactive materials, corrosive materials, and other materials including hazardous wastes.

"**Helibase**" is the main location for parking, fueling, maintenance, and loading of helicopters operating in support of an incident. It is usually located at or near the incident base.

"**Helispot**" is any designated location where a helicopter can safely take off and land. Some helispots may be used for loading of supplies, equipment, or personnel.

"**Hierarchy of Command**" (See Chain of Command.)

I

"**Incident**" means an occurrence or event, either human-caused or by natural phenomena, that requires action by emergency response personnel to prevent or minimize loss of life or damage to property and/or natural resources.

"**Incident Action Plan**" means the plan developed at the field response level which contains objectives reflecting the overall incident strategy and specific tactical actions and support information for the next operational period. The plan may be oral or written.

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

"**Incident Commander**" means the individual responsible for the command of all functions at the field response level.

"**Incident Command Post (ICP)**" is the location at which the primary command functions are executed. The ICP may be collected with the incident base or other incident facilities.

"**Incident Command System (ICS)**" means the nationally used standardized on-scene emergency management concept specifically designed to allow its user(s) to adopt an integrated organizational structure equal to the complexity and demands of single or multiple incidents without being hindered by jurisdictional boundaries. ICS is the combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure, with responsibility for the management of resources to effectively accomplish stated objectives pertinent to an incident.

"**Incident Communications Center**" the location of the Communications Unit and the Message Center.

"**Incident Management Team**" means the Field Incident Commander and appropriate General and Command Staff personnel assigned to an incident.

"**Incident Objectives**" means 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.

"**Information Officer**" is a member of the Command/Management 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. This position is also referred to as Public Affairs or Public Information Officer in some disciplines. At SEMS EOC levels, the information function may be established as a Coordinator or as a section or branch reporting directly to the EOC Director.

"Initial Action" means the actions taken by resources which are the first to arrive at an incident. "Initial Response" means resources initially committed to an incident. J

"Jurisdiction" means the range or sphere of authority. Public agencies have jurisdiction at an incident related to their legal responsibilities and authority for incident mitigation. Jurisdictional authority at an incident can be political/geographical (e.g., special district, city, county, state or federal boundary lines), or functional (e.g., police department, health department, etc.). (See Multi jurisdiction.)

"Jurisdictional Agency" means the agency having jurisdiction and responsibility for a specific geographical area, or a mandated function.

L

"Landing Zone" (See Helispot.)

"Leader" means the ICS title for an individual responsible for a functional unit, task force, or team.

"Liaison Officer" mans a member of the Command Staff at the Field SEMS level responsible for coordinating with representatives from cooperating and assisting agencies. At SEMS EOC levels, the function may be done by a Coordinator and/or within a Section or Branch reporting directly to the EOC Director.

"Life-Safety" refers to the joint consideration of both the live and physical well-being of individuals.

"Light Search and Rescue" means activities ranging from finding lost or injured persons to extricating victims of accidents, downed aircraft, and industrial accidents. The characteristic focus of light search and rescue is usually on a single site, where the surrounding area is not damaged.

"Local Government" means local agencies as defined in Government Code Section 8680.2 and special districts as defined in California Code Regulations, Title 19, Section 2900(y).

"Logistics Section" is one of the five primary functions found at all SEMS levels. The Section responsible for providing facilities, services and materials for the incident or at an EOC.

M

"Management by Objectives" is a top-down management activity used at both SEMS field and EOC levels involving a three-step process to achieve the desired goal. The three steps are: establishing the objectives; selection of appropriate strategy(ies) to achieve the objectives; and the direction or assignments associated with the selected strategy.

"Master Mutual Aid Agreement" means the California Disaster and Civil Defense Master Mutual Aid Agreement, made and entered into by and between the State of California, its various departments and agencies, and the various political subdivisions of the state, to assist each other by providing mutual aid resources during an emergency.

"Marshaling Area" means an area used for the completed mobilization and assemblage of personnel and resources prior to their being sent directly to the disaster affected area. Marshaling Areas are utilized particularly for disasters outside of the continental United States.

"Medical Unit" is a functional unit within the Service Branch of the Logistics Section at SEMS Field levels responsible for the development of the Medical Emergency Plan, and for providing emergency medical treatment of incident personnel.

"Message Center" is part of the Incident or EOC Communications Center and is collocated or placed adjacent to it. It receives, records, and routes information to appropriate locations at an incident or within an EOC.

"Mobilization" means 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.

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

"Multi-agency or inter-agency coordination" means the participation of involved agencies and disciplines in a coordinated effort to facilitate decisions for overall emergency response activities, including the sharing of critical resources and the prioritization of incidents.

"Multi-Agency Incident" means an incident requiring action from multiple agencies that have a statutory responsibility for incident mitigation. In ICS these incidents will be managed under Unified Command.

"Multi-jurisdiction Incident" means an incident requiring action from multiple agencies that have a statutory responsibility for incident mitigation. In ICS these incidents will be managed under Unified Command.

"Mutual Aid" means the voluntary provision of one agency to another of services, resources and facilities during emergency situations when the requesting agency's resources prove to be inadequate.

"Mutual Aid Agreement" means a written agreement between agencies and/or jurisdictions in which they agree to assist one another upon request, by furnishing personnel and equipment.

"Mutual Aid Coordinator" is an individual at local government, operational area, region or state level that is responsible to coordinate the process of requesting, obtaining, processing and using mutual aid resources. Mutual Aid Coordinator duties will vary depending upon the mutual aid system.

"Mutual Aid Region" means a subdivision of the state emergency services organization, established to facilitate the coordination of mutual aid and other emergency operations within an area of the state consisting of two or more county operational areas.

N

"Nuclear Threat" means all acts such as blackmail, extortion, and threat of attack in which the use of any nuclear material or radioactive substance is threatened.

O

"Office of Emergency Services" means the Governor's Office of Emergency Services.

"Operational Area" means an intermediate level of the state of emergency services organization, consisting of a county and all political subdivisions within the county area.

"Operational Period" means the period of time scheduled for execution of a given set of operation actions as specified in the Incident or EOC Action Plan. Operational Periods can be various lengths, although usually not over 24 hours.

"Operations Section" is one of the five primary functions found at all SEMS levels. The Section responsible for all tactical operations at the incident, or for the coordination of operational activities at an EOC. The Operations Section at the SEMS Field level can include Branches, Divisions and/or Groups, Task Forces, Teams, Single Resources and Staging Areas. At the EOC levels, the Operations Section would contain Branches or Divisions as necessary.

"Out-of-Service Resources" means resources assigned to an incident but unable to respond for mechanical, rest, or personnel reasons.

P

"Planning Meeting" means a meeting held as needed throughout the duration of an incident to select specific strategies and tactics for incident control operations and for service and support planning. On larger incidents, the planning meeting is a major element in the development of the Incident Action Plan. Planning meetings are also an essential activity of all SEMS EOC levels.

"Planning Section" is one of the five primary functions found at all SEMS levels. Responsible for the collection, evaluation, and dissemination of information related to the incident or an emergency, and for the preparation and documentation of Incident or EOC Action Plans. The section also maintains information on the current and forecasted situation, and on the status of resources assigned to the incident. At the SEMS Field Response level, the Section will include the Situation, Resource, Documentation, and Demobilization Units, as well as Technical Specialists. Other units may be added at the EOC level.

"Procurement Unit" is a functional unit within the Finance/Administration Section responsible for financial matters involving vendor contracts.

"Public Information Officer" is the individual at Field or EOC level that has been delegated the authority to prepare public information releases and to interact with the media. Duties will vary depending upon the agency and SEMS level.

"Protection Factor" is a number used to compare the relationship between the amount of radiation an unprotected person would receive with the amount a sheltered person would receive.

R

"Radio Amateur Civil Emergency Services (RACES)" is an emergency service designed to make efficient use of skilled radio amateurs in accordance with approved civil defense communications plans. Operators are registered with an OES agency to provide emergency communications support.

"Reception and Care Center" means a facility established in a low-risk area to receive, register and process incoming evacuees; assign them to lodging facilities, and provide them with information on food, medical care, and other essential services.

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

"Region Emergency Operations Center (REOC)" is a facility found at State OES Administrative Regions. REOCs are used to coordinate information and resources among operational areas and between the operational areas and the state level.

"Reporting Locations" are specific locations or facilities where incoming resources can check-in at the incident. (See Check-in.)

"Resources" include personnel and equipment available, or potentially available, for assignment to incidents or to EOCs. Resources are described by kind and type, and may be used in tactical support or supervisory capacities at an incident or at EOCs.

"Resources Unit" is a functional unit within the Planning Section at the SEMS Field Response level responsible for recording the status of resources committed to the incident. The Unit also evaluates resources currently committed to the incident, the impact that additional responding resources will have on the incident, and anticipated resources needs.

S

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

"**Section**" is that organization level with responsibility for a major functional area of the incident or at an EOC, e.g., Operations, Planning, Logistics, Finance.

"**Section 404**" refers to that section of Public Law 93-288 that provides authority for temporary housing assistance to disaster victims.

"**Section 406**" refers to that section of Public Law 93-288 that provides authority for hazard mitigation following disasters.

"**Section 408**" refers to that section of Public Law 93-288 that provides authority for individual and family grants following disasters.

"**Section 414**" refers to that section of Public Law 93-288 that provides authority for community disaster loans.

"**Section Chief**" is the ICS title for individuals responsible for command of functional sections: Operations, Planning/Intelligence, Logistics and Administration/Finance. At the EOC level, the position will be- **Section Coordinator**.

"**Service Branch**" is a branch within the Logistics Section responsible for service activities at the incident. Includes the Communications, Medical and Food Units.

"**Self-Help**" means a concept describing self-reliance and self-sufficiency in an adverse environment without external assistance.

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

"**Situation Unit**" is a functional unit within the Planning Section responsible for the collection, organization and analysis of incident status information, and for analysis of the situation as it progresses. Reports to the Planning Section Chief.

"**Span of control**" means the supervisory ratio maintained within an ICS or EOC organization. A span of control of five positions reporting to one supervisor is considered optimum.

"**Special District**" is a unit of local government (other than a city, county, or city and county) with authority or responsibility to own, operate or maintain a project (as defined in California Code of Regulations 2900 for purposes of natural disaster assistance. This may include a joint powers authority established under section 6500 et. seq., of the Code.

"**Staging Area**" is a location set up at an incident where resources can be placed while awaiting a tactical assignment. Staging Areas are managed by the Operations Section.

"**Staging Area Managers**" are individuals within ICS organizational units that are assigned specific managerial responsibilities at Staging Areas. (Also Camp Manager.)

"**Standardized Emergency Management System (SEMS)**" is a system required by California Government Code for managing response to multi-agency and multi jurisdiction emergencies in California. SEMS consists of five organizational levels which are activated as necessary: Field Response, Local Government, Operational Area, Region, State.

"**State Coordination Center**" means a facility established by the Office of Emergency Services near the

site of a major disaster which supports local governmental operations and coordinates an overall response.

U

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

"**Unified Command**" is a unified team effort which allows all agencies with responsibility for the incident, either geographical or functional, to manage an incident by establishing a common set of incident objectives and strategies. This is accomplished without losing or abdicating agency authority, responsibility or accountability.

"**Unit**" is an organizational element having functional responsibility. Units are commonly used in incident Planning, Logistics, or Finance/administration sections and can be used in operations for some applications. Units are also found in EOC organizations.

"**Unity of Command**" is the concept by which each person within an organization reports to one and only one designated person.

"**Urban Rescue**" is the complex process in which trained personnel use specialized equipment to locate and extricate victims trapped in collapsed buildings, and the mobilization and management of such personnel and equipment.

V

"**Validated Earthquake Prediction**" means a prediction or method of predicting an earthquake with is approved by the California Earthquake Prediction Evaluation Commission (CEPEC) and includes expected location, approximate magnitude, and probability of occurrence.

National Incident Management System (NIMS)

GLOSSARY

For the purposes of the NIMS, the following terms and definitions apply:

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.

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 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.

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).

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., a trailer or mobile van) used to support an Incident Communications Center.

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.

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.

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 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 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: 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.

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.

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

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.

Incident: An occurrence or event, natural or human-caused that 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: 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, 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 IC and appropriate Command and General Staff personnel assigned to an incident.

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 have been effectively deployed. Incident objectives must be achievable and measurable, yet flexible enough to allow strategic and tactical alternatives.

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

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.

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.

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.

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.

Multiagency Coordination Entity: A multiagency coordination entity functions within a broader multiagency coordination system. It may establish the priorities among incidents and associated resource allocations, separate conflicting agency policies, and provide strategic guidance and direction to support incident management activities.

Multiagency Coordination Systems: 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 operation centers (EOCs), specific multiagency 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 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.

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.

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.

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: A member of the Command Staff responsible for interfacing with the public and media or with other agencies with incident-related information requirements.

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.

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.

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.

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 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.

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.)

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

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.

Strike Team: A set number of resources of the same kind and type that have an established minimum

number of personnel.

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

Supporting Technologies: 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.

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.

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.

LIST OF ACRONYMS AND ABBREVIATIONS

A&E	Architecture and Engineering
AC	Area Command
ADA	Americans with Disabilities Act
APCD	Air Pollution Control District
ARC	American Red Cross
ASCS	U.S. Agricultural Stabilization and Conservation Services
ARES	Amateur Radio Emergency Services
BLM	Bureau of Land Management
BOR	Bureau of Reclamation
CAA	Clean Air Act
CAER	Community Awareness Education and Emergency Planning, Preparation and Response
CALDAP	California Disaster Assistance Program
CalTrans	California Department of Transportation
CALWAS	California Warning System
CAN	Community Alert Network
CAO	Chief Administrative Office(r)
CAT	Crisis Action Team
CAV	Community Assistance Visit
CCA	Comprehensive Cooperative Agreement
CCC	California Conservation Corps
CCP	Casualty Collection Points
CD	Civil Defense
CDBG	Community Development Block Grant
CDC	Centers for Disease Control, U.S. Public Health Service
CDF	California Department of Forestry
CEM	Comprehensive Emergency Management
CEO	Chief Executive Officer
CEP	Comprehensive Emergency Planning
CEQA	California Environmental Quality Act
CERCLA	Comprehensive Environmental Response Compensation and Liability Act
CERT	Community Emergency Response Team
CESA	California Emergency Services Association
CESFRS	California Emergency Service Fire Radio System
CESRS	California Emergency Services Radio System
CFR	Code of Federal Regulations
CHP	California Highway Patrol
CLEMARS	California Law Enforcement Mutual Aid Radio System
CLERS	California Law Enforcement Radio System

CLETS	California Law Enforcement Telecommunications System
COE	Corps of Engineers (US Army)
COG	Continuity of Government
CPG	Civil Preparedness Guide
CPI	Consumer Price Index
CUPA	Certified Unified Program Agencies
CWA	Clean Water Act
DA	Damage Assessment
DAC	Disaster Application Center
DAE	Disaster Assistance Employee
DAP	Disaster Assistance Programs
DCS	Disaster Communications Service
DFCO	Deputy Federal Coordinating Officer
DFO	Disaster Field Office
DHA	Disaster Housing Assistance
DHHS	Department of Health and Human Services
DLS	Disaster Legal Services
DOB	Duplication of Benefits
DOC	Department Operations Center
DOD	Department of Defense
DOE	Department of Energy
DOL	Department of Labor
DOJ	Department of Justice
DOT	Department of Transportation
DP	Disaster Preparedness
DSA	Division of the State Architect (California)
DSR	Damage Survey Report
DUA	Disaster Unemployment Assistance
DWI	Disaster Welfare Inquiry
DWR	California Department of Water Resources
EAS	Emergency Alert System
ED	United States Department of Education
EDD	Employment Development Department
EEO	Equal Employment Opportunity
EIR	Environmental Impact Review
EMA	Emergency Management Assistance
EMI	Emergency Management Institute
EMMA	Emergency Managers Mutual Aid
EMP	Electromagnetic Pulse
EMSA	Emergency Medical Services Authority
EMS	Emergency Medical Services
EMT	Emergency Medical Technician
EOC	Emergency Operations Center
EOP	Emergency Operating Procedures
EOP	Emergency Operations Plan

EPA	Environmental Protection Agency
EPI	Emergency Public Information
ER	Emergency Relief Program
ESA	California Emergency Services Act
ESA	Endangered Species Act
ESC	Emergency Services Coordinator
ESC	Emergency Services Council
FA	Fire Administration (office symbol)
FAA	Federal Aviation Administration
FAS	Federal Aid System Road
FAST	Federal Agency Support Team
FAX	Facsimile
FBI	Federal Bureau of Investigation
FCC	Federal Communications Commission
FCO	Federal Coordinating Officer
FEMA	Federal Emergency Management Agency
FFY	Federal Fiscal Year
FHWA	Federal Highway Administration
FIA	Federal Insurance Administration
FIPS Number	Same as Project Application Number
FIRESCOPE	Firefighting Resources of Calif. Organized for Potential Emergencies
FmHA	Farmers Home Administration
FOG	Field Operations Guide for Disaster Assessment and Response
FPM	Flood Plain Management
FRERP	Federal Radiological Emergency Response Plan
FTB	Franchise Tax board (State of California)
GAR	Governor's Authorized Representative
GIS	Geographic Information System
GSA	General Services Administration
HAZMAT	Hazardous Materials
HEW	U.S. Department of Health, Education and Welfare
HM	Hazard Mitigation
HMGP	Hazard Mitigation Grant Program
HMO	Hazard Mitigation Officer
HMT	Hazard Mitigation Team
HSPD	Homeland Security Presidential Directive
HUD	Housing and Urban Development Program
IA	Individual Assistance
IA/O	Individual Assistance/Officer
IC	Incident Commander
ICC	Interstate Commerce Commission
ICP	Incident Command Post

ICS	Incident Command System
IFG	Individual and Family Grant Program (State of California program)
IFGP	Individual and Family Grant Program
IG	Inspector General
IRS	U.S. Internal Revenue Service
IRMS	Information Resources Management Service
JIC	Joint Information Center
JDIC	Justice Data Interface Controller
JPA	Joint Powers Agreement
JPIC	Joint Public Information Center
JIS	Joint Information System
LGAC	Local Government Advisory Committee
MACS	Multi-Agency Coordination System
MARAC	Mutual Aid Regional Advisory Committee
MC	Mobilization Center
MCR	Military Communications Representative
MHFP	Multi-Hazard Functional Plan
MOA	Memorandum of Agreement
MOU	Memorandum of Understanding
MRA	Mortgage and Rental Assistance Program
MRE	Meals Ready to Eat
MSA	Multi-Purpose Staging Area
MTA	Metropolitan Transit Authority
NAWAS	National Warning System
NCCEM	National Coordinating Council on Emergency Management
NCS	National Communications System
NCSP	National Communications Support System
NCSRM	National Communications System Regional Manager
NDAA	California Natural Disaster Assistance Act
NDEA	National Defense Education Act
NDMS	National Disaster Medical System
NECC	National Emergency Coordination Center (FEMA)
NEIS	National Earthquake Information Service
NEST	Nuclear Emergency Search Team
NETC	National Emergency Training Center
NFA	National Fire Academy
NFDA	National Funeral Directors Association
NFIP	National Flood Insurance Program
NHC	National Hurricane Center
NHPA	National Historic Preservation Act
NIFCC	National Interagency Fire Coordination Center, U.S. Forest Service
NIMS	National Incident Management System
NOAA	National Oceanic and Atmospheric Administration

NOI	Notice of Interest
NRC	Nuclear Regulatory Commission
NRT	National Response Team
NWS	National Weather Service
OA	Operational Area
OASIS	Operational Area Satellite Information System
OES	Office of Emergency Services
OFA	Other Federal Agencies
OMB	Office of Management and Budget (Federal)
OPA	Oil Pollution Act
OPM	Office of Personnel Management
OSA	California Office of the State Architect
OSHA	Occupational Safety and Health Administration
PA	Public Affairs
PAO	Public Affairs Officer
PA	Public Assistance
PA/O	Public Assistance Officer
PDA	Preliminary Damage Assessment
PDH	Packaged Disaster Hospital
PDS	Professional Development Series
PFT	Permanent Full-Time Employee
PIO	Public Information Officer
PL	Public Law - U.S. Public Law 93-288, Federal Disaster Relief Act of 1974
PNP	Private Nonprofit Organization
PSI	Pounds per Square Inch
PSR	Personal Service Radio
PUC	California Public Utilities Commission
RACES	Radio Amateur Civil Emergency Services
RADEF	Radiological Defense
RCP	Regional Oil and Hazardous Substances Pollution Contingency Plan
RD	Regional Director (FEMA)
REACT	Radio Emergency Associated Communication Team
REC	Regional Emergency Coordinator
REOC	Regional Emergency Operations Center
RM	Radiological Monitor
RO	Radiological Officer
RRT	Regional Response Team
SA	Salvation Army
SAP	State Assistance Program
SAR	Search and Rescue
SARA	Superfund Amendment and Reauthorization Act (Title III)

SAST	California State Agency Support Team
SBA	Small Business Administration
SCAQMD	South Coast Air Quality Management District
SCESA	Southern California Emergency Services Association
SCO	State Coordinating Officer
SCVOAD	Southern California Voluntary Organizations Active in Disaster
SEMO	State Emergency Management Office
SEMS	Standardized Emergency Management System
SF	Standard Form
SHMO	State Hazard Mitigation Officer
SHPO	State Historic Preservation Officer
SITREP	Situation Report
SLPS	State and Local Programs and Support Directorate (FEMA)
SOC	State Operations Center
SOP	Standard Operating Procedure
STO	State Training Officer
Subgrantee	An eligible applicant in Federally declared disasters
TH	Temporary Housing
TSCA	Toxic Substances Control Act
USACE	United States Army Corps of Engineers
USAR	Urban Search and Rescue
USDA	U.S. Department of Agriculture
USFA	United States Fire Administration
USGS	United States Geological Survey
VA	Veterans Administration
VOAD	Voluntary Organizations Active in Disaster
VSAT	Very Small Aperture Terminal