

9. APPENDICES

9.1 APPENDIX A – Glossary of Key Terms



Action Plan: 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: At a minimum, a designated official of the emergency response agency who implements SEMS as appropriate to the scope of the emergency and the agency's role in response to the emergency.

Adult Protective Services (APS): Adult Protective Services (APS) is a State-mandated service program which investigates situations involving elders (age 65 or older) and dependent adults (physically or mentally impaired 18 - 64 year olds) who are reported to be endangered by physical, sexual or financial abuse, abandonment, isolation, abduction, neglect, or self-neglect. Any endangered elder or dependent adult is eligible for APS without regard to income.

After-Action Report (AAR): A report covering response actions, application of SEMS, modifications to plans and procedures, training need and recovery activities. AAR's are required under SEMS within 120 days after any declared emergency.

Agency: A division of government with specific function, or a non-governmental organization (e.g., private contractor, business, etc.) offering 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).

Agency Representative: An individual assigned to an incident or to an EOC from an assisting or cooperating agency who has 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.

American Red Cross: A Federally-chartered volunteer agency that provides disaster relief to individuals and families.

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

B

Board of Supervisors: The governing body of the County of Los Angeles.

Branch: The SEMS organizational level having functional or geographic responsibility for major parts of incident operations.

C

California Disaster Assistance Act (CDAA) provides state financial assistance for recovery efforts to counties, cities, special districts, and certain eligible private non-profit agencies after a Cal EMA Agency Secretary's Concurrence or a Governor's Proclamation. CDAA may be implemented as a "stand alone" funding source following a state disaster.

California Emergency Council: The official advisory body to the Governor on all matters pertaining to Statewide emergency preparedness.

California Emergency Management Agency (Cal EMA): Cal EMA is responsible for the coordination of overall state agency response to major disasters in support of local government. The Agency is responsible for assuring the state's readiness to respond to and recover from all hazards – natural, manmade, war-caused emergencies and disasters – and for assisting local governments in their emergency preparedness, response, recovery, and hazard mitigation efforts.

California Emergency Services Act: Chapter 7 of Division 1 of Title 2 of the Government Code now comprising Sections 8550 to 8668 and as amended. The purpose of this chapter and the policy of this state that all emergency services functions of this state be coordinated as far as possible with the comparable functions of its political subdivisions, of the federal government including its various departments and agencies, of other states, and of private agencies of every type, to the end that the most effective use may be made of all manpower, resources, and facilities for dealing with any emergency that may occur.

Care and Shelter: The Operations Branch that coordinates relief programs, including the food, clothing, and shelter needs of disaster victims.

Catastrophic Disaster: Although there is no commonly accepted definition of a catastrophic disaster, the term implies an event or incident which produces severe and

widespread damage of such a magnitude as to result in the requirement for significant resources from outside the affected area to provide the necessary response.

Chain of Command: A series of management positions in order of authority.

Chair: The Chair of the Board of Supervisors.

Checklist: A list of actions taken by an element of the emergency organization in response to a particular event or situation.

Chief Executive Officer (CEO): The Chief Executive Officer of the County of Los Angeles with emergency responsibilities as defined in Chapter 2.68 of Title 2 of the County of Los Angeles Code, the Emergency Ordinance.

Civil Unrest: Any incident intended to disrupt community affairs that require police intervention to maintain public safety, including riots and mass demonstrations, as well as terrorist attacks.

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

Command Post: See Incident Command Post

Command Staff: The Command Staff consists of the Information Officer, Safety Officer and Liaison Officer, who report directly to the Incident Commander. They may have an assistant or assistants, as needed.

Community-based Organizations (CBO): CBO's are non-profits that operate within a single local community. They are essentially a subset of the wider group of nonprofits. Like other nonprofits they are often run on a voluntary basis and are self funding.

Community Emergency Response Team (CERT): Provide CERT training to communities to equip them to better prepare and respond to emergency situations. When emergencies happen, CERT members can give critical support to first responders, provide immediate assistance to victims, and organize spontaneous volunteers at a disaster site.

Continuity of Government (COG): Governments at all levels are responsible for providing continuity of effective leadership, authority and adequate direction of emergency response and recovery operations.

County: The County of Los Angeles and all the political subdivisions contained therein.

County Office of Recovery (COR): The function activated by the CEO to address the recovery of County government, depending on the nature and severity of the disaster or

emergency.

Countywide Integrated Radio System (CWIRS): The radio communications network used by County departments except Fire and Sheriff. CWIRS is a back-up communications system that can be used by County departments in times of emergency when conventional and cellular communications are disrupted.

County Emergency Operations Center (CEOC/OAEOC): The focal point for management of County OA operations and resource allocation as well as a point of liaison with State.

D

Damage Assessment: The process utilized by an agency/jurisdiction to determine the magnitude of damage and the unmet needs of individuals, businesses, the public sector and the community caused by a disaster or emergency event.

Dam Failure: Part or complete collapse of a dam causing downstream flooding.

Declaration: The formal action by the President to make a State eligible for major disaster or emergency assistance under the Robert T. Stafford Disaster Relief and Emergency Assistance Act, PL 3-288, as amended (the Stafford Act).

Department Operations Center (DOC): A agency/jurisdiction may have its departments activate DOC's to coordinate emergency response activities. DOCs may coordinate through their respective EOC's.

Disaster: A sudden calamitous emergency event causing great damage, loss or destruction.

Disaster Assistance Program (DAP): A program that provides State funding or reimbursement for local government response related personnel costs incurred in response to an incident as defined in Section 2402 (i).

Disaster Communication Services (DCS): Established in the 1950's as a Civil Defense Operation. Designed to enhance communication in the County by augmenting communication when normal communication systems are impacted.

Disaster Management Area Coordinator (DMAC): The Operational Area with 88 cities has divided the County into 8 Disaster Management Areas (DMAs). Each DMA has a Coordinator (DMACs) who works with each city in its Area to coordinate and train in planning for prevention, protection, response, preparedness, recovery and mitigation,

from emergency/disasters. The DMACs are an advocate for Area cities and serve as liaisons in the OA EOC.



Earthquake: The sudden motion or trembling of the ground produced by abrupt displacement of rock masses, usually within the upper ten to twenty miles of the earth.

Emergency: A condition of disaster or of extreme peril to the safety of persons and property.

Emergency Alert System (EAS): A system that enables the President and Federal, State, and local government to communicate through commercial radio and television broadcast stations with the general public in the event of a disaster.

Emergency Management Assistance Compact (EMAC): This compact provides mutual assistance between the States entering into this compact in managing emergency or disaster that is duly declared by the governor of the affected State, whether arising from natural disaster, technological hazard, manmade disaster, civil emergency aspects of resource shortages, community disorders, insurgency, or enemy attack.

Emergency Management Council (EMC): Created by the Emergency Ordinance to oversee the preparedness activities of the various County departments. This includes preparation of plans, training of County employees for emergency and disaster-related functions, and related emergency preparedness activities.

Emergency Management Organization: Public and private organizations in the County of Los Angeles which are defined in the Emergency Ordinance as part of the County's response and relief efforts following a disaster.

Emergency Network Los Angeles (ENLA): A network of County of Los Angeles non-profit CBOs; and VOADs that provide assistance to individuals, families, and organizations following emergencies and disasters.

Emergency Operations: Those actions taken during the emergency period to protect life and property, care for the people affected, and temporarily restore essential community services.

Emergency Operations Center (EOC): A location from which centralized emergency management can be performed. EOC facilities are established by an agency or jurisdiction to coordinate the overall agency or jurisdictional response and support to an emergency. EOCs carry out the role of the multi-agency coordination entity as

described in NIMS.

Emergency Ordinance: County of Los Angeles Code Title 2 - Administration, Chapter 2.68 Emergency Services, which defines the duties and provides the legal authority to prepare and carry out plans for protection of life and property in the County of Los Angeles in the event of a disaster.

Emergency Plans: Those official and approved documents which describe principles, policies, concepts of operations, methods and procedures to be applied in carrying out emergency operations or rendering mutual aid during emergencies.

Emergency Public Information (EPI): Information disseminated to the public by official sources during an emergency using broadcast and print media.

Emergency Volunteer Center (EVC): An Emergency Volunteer Center is a centralized clearinghouse established to increase the capacity of communities to coordinate spontaneous volunteers during disaster response and recovery activities.

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

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

Event Action Plan: The Event Action Plan is intended to document the direction, priorities and activities of an event, establishes Operational objectives by function in support of priorities, and provides accountability for the After Action Report process.

Exercise: Maneuver or simulated emergency condition involving planning, preparation, and execution; carried out for the purpose of testing, evaluating, planning, developing, training, and/or demonstrating emergency management systems and individual components and capabilities, to identify areas of strength and weakness for improvement of an emergency response plan (ERP).



Federal Disaster Assistance: Provides in-kind and monetary assistance to disaster victims, State, or local government by Federal agencies under the provision of the Federal Disaster Relief Act and other statutory authorities of Federal agencies.

Federal Disaster Relief Act: Public Law 93-288, as amended, that 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.

Federal Emergency Management Agency (FEMA): The agency created in 1979 to provide a single point of accountability for all Federal activities related to disaster mitigation and emergency preparedness, response and recovery.

Field Treatment Site: A location within a jurisdiction used for the assembly, triage, medical stabilization and subsequent evacuation of casualties. It may be used for the receipt of incoming medical resources. Preferably the site should include, or be adjacent to, an open area suitable for use as a helicopter pad.

Finance/Administration Section: 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.



General Staff: 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 Section Chief's: Operations, Planning/Intelligence, Logistics, Finance/Administration



Hazard: Any source of danger or element of risk to people or property.

Hazard Analysis: An analysis of the potential hazards which could cause a disaster.

Hazardous Material: A substance or combination of substances which, poses a substantial or potential danger to humans or the environment.

Hazard Mitigation: Measures that will reduce the potential for damage to a facility from a disaster event.

Hazard Mitigation Plan: The plan resulting from a systematic evaluation of the nature and extent of vulnerability to the effects of natural hazards present in society which includes the actions needed to minimize future vulnerability to hazards.



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

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

Incident Commander (IC): The individual responsible for the command of all function at the field response level.

Incident Command Post (ICP): The location at which the primary command functions are executed. The ICP may be co-located with the incident base or other incident facilities.

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

Incendiary, Chemical, Biological, Radiological, Nuclear, or Explosive (ICBRNE): Methods and devices of special concern potentially used by Terrorist.

In Home Supportive Services (IHSS): The In-Home Supportive Services (IHSS) Program helps pay for services provided to eligible persons who are 65 years of age or over, or legally blind, or disabled adults and children, so they can remain safely in their own homes.



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



Liaison Officer: 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 life and physical well-being of individuals.

Local Assistance Center: The LAC provides a single facility at which individuals, families and businesses can access available disaster assistance programs and services. The LAC is normally staffed and supported by local, State and Federal agencies, as well as non-profit and voluntary organizations.

Local Emergency: The duly proclaimed existence of conditions of disaster or of extreme peril to the safety of persons 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, or 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 required the combined forces of political subdivisions to combat.

Local Government: Local agencies as defined in Government Code 8680.2 and special district as defined in California Code of Regulations, Title 19 Division 2, Chapter 5, NDA, 2900(y).

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

Los Angeles Task Force on Terrorism (LATFOT): The FBI closely monitors potential terrorism activity with local law enforcement through the Los Angeles Task Force on Terrorism (LATFOT) which includes representatives from the Los Angeles Sheriff and Police Departments.



Major Disaster: Any hurricane, tornado, storm, flood, high-water, wind-driven water,

tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, drought, fire, explosion, or other catastrophe 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 the Federal Disaster Relief Act, above and beyond emergency services by the Federal Government, to supplement the efforts and available resources of States, local governments, and disaster relief organizations in alleviating the damage, loss, hardship or suffering caused thereby.

Master Mutual Aid Agreement: An agreement entered into by and between the State of California, its various departments and agencies, and the various political subdivisions, municipal corporations, and other public agencies of the State of California to assist each other by providing resources during an emergency. Mutual aid occurs when two or more parties agree to furnish resources and facilities and to render services to each other to prevent and combat any type of disaster or emergency.

Media: Radio, television, newspapers, and other methods of public information

Mitigation: Pre-event planning and actions which aim to lessen the effects of potential disaster.

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

Multi-Agency Coordination: The functions and activities of representatives of involved agencies and/or jurisdictions who make decisions regarding the prioritizing of incidents and the sharing and allocations of critical resources.

Multi-Jurisdiction: Multiple agencies that have a statutory responsibility for incident mitigation. In ICS these incidents will be managed under Unified Command.

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

Mutual Aid Coordinator: An individual at the local government, OA, region or State level responsible for coordinating the process of requesting, obtaining, processing and using mutual aid resources. Mutual Aid Coordinator duties will vary depending upon the mutual aid system.

Mutual Aid Region: A mutual aid region is a subdivision of State Cal EMA established to assist in the coordination of mutual aid and other emergency operations within a geographical area of the State, consisting of two or more county (operational) areas.



National Response Framework (NRF): This *National Response Framework (NRF)* is a guide to how the Nation conducts all-hazards response. It is built upon scalable, flexible, and adaptable coordinating structures to align key roles and responsibilities across the Nation, linking all levels of government, nongovernmental organizations, and the private sector.

National Incident Management System (NIMS): Homeland Security Presidential Directive 5: Management of Domestic Incidents (HSPD-5) requiring development of the National Incident Management System (NIMS). NIMS provides a comprehensive national framework for incident management, applicable at all jurisdictional levels and across all functional disciplines.

Non-Governmental Organization (NGO): The **Non-Governmental Organization** is a legally constituted, voluntary association of individuals or groups that is neither a governmental agency nor a for-profit enterprise, although it may and often does receive both government and corporate funds. Regardless of funding source, an NGO maintains its status only to the extent that it excludes government representatives from membership or participation.



Office of Emergency Management (OEM): Created by the Emergency Ordinance. Pursuant to the Emergency Ordinance, the CEO as Director of OEM has complete authority for organizing, directing and coordinating the emergency organization of the County of Los Angeles, consistent with the Sheriff's authority as Director of Emergency Operations.

Operational Area (OA): An intermediate level of the State emergency organization, consisting of a county and all political subdivisions within the county area. The County of Los Angeles serves as the lead agency for the County of Los Angeles OA.

Operational Area Advisory Board (OAAB): The OA Advisory Board (OAAB) represents County government, cities, non-governmental organizations and special districts. The mission of the OAAB is to provide a forum for emergency response partners to cooperatively work together to address issues affecting the planning, response and recovery to disasters in the OA.

Operational Area Coordination Group (OACG): The OACG consists of OA jurisdictional representatives responsible for overseeing the emergency management

activities. The OACG along with the EMC creates the policy group whose responsibility is to review current policies in place during a disaster and to establish emergency policies as necessary.

Operational Area Response and Recovery (OARRS): The computerized data base used in the CEOC/OAEOC during emergencies/disasters. OARRS gathers and distributes information for use by emergency managers and other County officials.

Operational Area Satellite Information System (OASIS): The communications system using leased transponder space from commercial satellite operators to establish virtually uninterrupted communication between State, regional and OA level EOCs.

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

Operations Section: One of the five primary functions found at all SEMS levels. This Section is responsible for all tactical operations at the incident, or for the coordination of operational activities at an EOC.

P

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

Planning Section (also referred to as Planning/Intelligence): 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. This section also maintains information on the current and forecasted situation, and on the status of resources assigned to the incident.

Political Subdivision: Includes any city, city and county, county, district, or other local governmental agency or public agency authorized by law.

Public Information Officer (PIO): The individual at the 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.

R

Radio Amateur Civil Emergency Services (RACES): An emergency services tool designed to make efficient use of skilled radio amateurs throughout the State in accordance with approved civil defense communications plans. Operators are registered with Cal EMA to provide emergency communications support.

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

Recovery: Activities traditionally associated with providing Federal supplemental disaster recovery assistance under a Presidential major disaster declaration. These activities usually begin within days after the event and continue after the response activities cease. Recovery includes individual and public assistance programs which provide temporary housing assistance, and grants and loans to eligible individuals and government entities to recover from the effects of a disaster.

Recovery Coordination Center (RCC): Established in the CEOC/OAEOC to coordinate initial recovery operations of County departments and to provide information, liaison and recovery coordination between State and Federal agencies, the impacted cities and other agencies that are part of County of Los Angeles's Emergency Organization.

Regional Emergency Operations Center (REOC): Facilities found at Cal EMA Administrative Regions. REOC's are used to coordinate information and resources among OA's and between the OA's and the State level.

Response Information Management System (RIMS): The computerized data base utilized by State Cal EMA for emergency management information.

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

Response: Activities to address the immediate and short-term effects of an emergency or disaster response includes immediate actions to save lives, protect property and meet basic human needs. Based on the requirements of the situation, response assistance will be provided to an affected State under the Federal Response Plan (FRP) using a partial activation of selected ESS or full activation of all ESS to meet the needs of the situation.



Safety Officer: 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 Chief: The ICS title for individuals responsible for command of functional sections: Operations, Planning/Intelligence, Logistics and Administration/Finance. At the EOC level, the position title will be CHIEF.

Stafford Act: Robert T. Stafford Disaster Relief and Emergency Assistance Act, PL 100-707, signed into law November 23, 1988; amended the Disaster Relief Act of 1974, PL 93-288.

Standard Operating Procedures (SOPs): A set of instructions having the force of a directive, covering those features of operations which lend themselves to a definite or standardized procedure. SOPs support an annex by indicating in detail how a particular task will be carried out.

Standardized Emergency Management System (SEMS): A system required by the 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, Operation Area, Region and State.

State Emergency Plan: The State of California Emergency Plan as approved by the Governor.

State of Emergency: 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, or 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 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.

State of War Emergency: The condition which exists immediately, with or without a proclamation thereof by the Governor, whenever the State or nation is directly attacked by an enemy of the United States, or upon the receipt by the State of a warning from the Federal government that such an enemy attack is probable or imminent.

State Operations Center (SOC): An EOC operated by the Governor's California Emergency Management Agency at the State level in SEMS.



Tsunami: Also called a seismic sea wave. It is a large oceanic wave generated by earthquakes, submarine volcanic eruptions, or large submarine landslides in which sudden forces are applied to the water mass. The fastest tsunami waves can move at speeds of hundreds of miles per hour in the open ocean. However, as the waves enter shallower waters in coastal area, wave velocity decreases and wave height can increase to 100 feet or more on impact at the shore line.



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

Urban Search and Rescue: 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.



Vital Records: Vital Records are defined as those records that are essential to the rights and interests of individuals, governments, corporations and other entities, including records for conducting emergency response and recovery operations, and re-establishment of government functions.

Volunteers: Individuals who make themselves available for assignment during an emergency. These people may or may not have particular skills needed during emergencies and may or may not be part of a previously organized group.



Wildland Fire: Any instance of uncontrolled burning in grasslands, brush, or woodlands.