

GLOSSARY

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| ACTION PLAN | A plan to provide all supervisory personnel with direction for future actions as well as defining objectives set by the incident commander or EOC Director. |
| ASSEMBLY AREA | A designated staging area for re-grouping and accounting of staff and students following evacuation. |
| BUDDY TEACHERS | A pre-assigned teacher with whom you are paired to ensure that all staff and students are evacuated safely. Once evacuation is complete, a “buddy” system provides supervision for evacuated students while simultaneously releasing a minimum of half the staff for reassignment by the Incident Commander to necessary incident management positions. |
| CEMA | California Emergency Management System |
| CP | COMMAND POST – Operations center from which an incident is managed by the Incident Commander and staff. |
| DART | Disaster Assistance Response Team |
| DELAYED | Triage category for those victims with non life-threatening injuries, i.e. broken bones, controlled bleeding, minor burns, etc. |
| DROP PROCEDURE | Activity whereby each person takes cover by dropping under his/her table or desk, head protected by the arms and back to the windows. |
| EMERGENCY | A condition of disaster or extreme peril to the safety of persons or property. Emergencies can be small or large. |
| EMERGENCY RESPONSE AGENCY | 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. |
| EOC | EMERGENCY OPERATIONS CENTER – Operations center from which an incident is managed by the EOC Director. |
| FEMA | Federal Emergency Management Agency |
| FIELD LEVEL | Site level |
| HOMELAND SECURITY ADVISORY SYSTEM | A means of disseminating information regarding the risk of terrorist acts to Federal, State and local authorities and to the American people. |
| IC | INCIDENT COMMANDER – Ranking person on campus solely responsible for emergency/disaster operations. Normally stationed at CP to observe and direct all operations. |
| ICP | INCIDENT COMMAND POST – Operations center from which an incident is managed by the Incident Commander and staff. |
| ICS | A nationally used standardized on-scene emergency management system. |

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| IMMEDIATE | Triage category for those victims with life threatening disorders, i.e. breathing problems, severe bleeding, and/or shock. |
| LOCKDOWN | The act of securing the campus to keep staff and students “on” campus, and those already not on campus “out.” Necessary to ensure safety of staff and students, and orderly management of incident. |
| LOG | Chronological record of activities, actions and communications during an incident. Legal document. |
| MANPOWER POOL | The assemblage of volunteers and staff freed by the buddy system, and not yet assigned duties by the IC |
| MINOR | Triage category for those victims with injuries of a lesser nature. |
| MITIGATION | Activities which will help reduce future losses (e.g. anchoring shelves, fastening light fixtures, etc.) |
| MSDS | Material Safety Data Sheets |
| MUTUAL AID | Voluntary provision of services and facilities when existing resources prove to be inadequate. Process by which requests and resources can be obtained (beginning at site level, to District level, to local government, to county, to region and finally to the state level) |
| OASIS | Operational Area Satellite Information System – a satellite based communications system with a high frequency radio backup. |
| OES | (Governor’s) Office of Emergency Services |
| PIO | PUBLIC INFORMATION OFFICER – The official spokesperson for the school site who provides liaison between media and the Incident Commander. |
| POSITION IDENTIFIER | A vest or sign or tag that designates the position. |
| RECOVERY | Measures taken to return all systems and programs to service. Process for obtaining reimbursement from FEMA and/or the Governor’s Office of Emergency Services. |
| RELEASE GATE | A pre-determined area at which students are released to their authorized requestor. |
| REQUEST GATE | A pre-determined area where parents request the release of their own and/or other students |
| RIMS | Response Information Management System |
| RULE OF RIGHTS | Go right, stay right. |
| SECTION | A portion or segment of a larger operation or function (e.g. the EOC is composed of five sections: management, operations, planning & intelligence, logistics, finance/administration) |
| SECTOR | A segment or division of the City containing 8-10 school sites. |

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| SEMS | Standardized Emergency Management System |
| SIO | Site Information Officer |
| TEAM | A group of players taking care of specific SEMS areas. |
| THREAT LEVEL | A system that defines the severity of a terrorist threat and the possibility of an actual terrorist attack. |
| TRIAGE | The sorting of victims according to their medical needs. Used when the number of victims overwhelms the available resources. Reflects the philosophy of doing the most good for the most people. |
| UF | Unconfirmed Fatality (Death) |
| UNIT | A component of a team (e.g. personnel, transportation, etc. of the Logistics Team). Usually only one person but can consist of two or three. |
| UTILITIES | Gas, water and electric service. |

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