

APPENDIX E

GLOSSARY OF TERMS

Advisory	Lowest level of notification, used to provide information only. An advisory is issued when conditions have the potential to develop into a disaster. No action is expected of the Task Force. Advisories provide a means for sharing information concerning incidents, events, or response activities being conducted by other Federal departments and agencies that may or may not result in broader Federal support.
Affected Area	The area identified in the major disaster declaration which is eligible to receive disaster assistance in accordance with the provisions of Public Law 93-288. Also referred to as the designated area.
After-Action Debriefing Form	Form used by the Task Force managers at the conclusion of a mission to collect and categorize information. The form can be used as the agenda for the Task Force debriefing conducted during the demobilization phase and at the post-mission critique conducted after returning home.
After-Action Report	Documentation of Task Force actions and other pertinent information that is assembled following the Task Force's return to home agency.
Alert	Second level of notification, used to notify Task Forces that a disaster event is imminent or has occurred. An alert is issued to organizations that may be involved in response operations.
Assembly point	Location designated by the sponsoring organization where Task Force members initially report after receiving activation orders. The assembly point is a facility with sufficient room for processing Task Force personnel and assembling resources.
Base of Operations (BoO)	On-site operational facility that is set up close to the Task Force work site to include: the Task Force management element, medical facilities, and security for personnel and equipment.

Base Support Installation (BSI)	A term used by the military for an installation close to a disaster area that provides marshaling, staging, or mobilization resources for the disaster. Similar to mobilization center in the US&R Program.
Cache	A complement of tools, equipment, and supplies stored in a designated location for deployment with a US&R Task Force.
Clear text	An ICS term for use of plain language for radio communications.
Collapse hazard zone	The area established for the purpose of controlling all access to the immediate area of the collapse.
Defense Coordinating Officer (DCO)	Federal official located at the DFO reporting to the FCO who facilitates State requests for DoD personnel and supplies through the ESF representatives. The DCO send all requests to DOMS for execution.
Demobilization	The process used for the return of excess response resources to their POD and the conclusion of US&R activities.
Disaster Field Office (DFO)	The temporary office established near the affected area from which FCO, the ERT, the State Coordinating Officer (SCO), and regional response organizations coordinate activities.
Disaster Medical Assistance Team (DMAT)	The basic medical unit of the National Disaster Medical System (NDMS). All Task Force Medical Teams will be registered as a "specialized" DMAT with the U.S. Public Health Services.
Directorate of Military Support (DOMS)	DoD directorate located in the Pentagon that is the executing agent for the FRP.
Department of Defense (DoD)	A branch of the Federal government which is a support agency to ESF #9 (Urban Search and Rescue).
Department of Transportation (DOT)	Federal department which is a support agency to ESF #9. DOT will provide information on the condition of airfields and ground transportation routes. DoD, as a supporting agency, will also provide transportation support.

Emergency signaling	Signals produced by aerosol horns on the US&R work site to address evacuation of the area, cease operations, or quiet the area, and resume operations.
Engagement/disengagement	Procedures followed by a Task Force when entering or leaving a specific work site or assigned area.
Emergency Response Team (ERT)	An interagency team, consisting of the lead representative from each Federal agency assigned primary responsibility for an ESF and key members of the FCO staff. The ERT provides a forum for coordinating the overall Federal response, reporting on the conduct of specific operations, exchanging information, and resolving issues related to the ESFs.
Emergency Response Team, Advance Element (ERT-A)	An advance element of the ERT dispatched by the affected DHS/FEMA region to join State emergency management personnel to coordinate Federal assistance.
Emergency Support Function (ESF)	The ESFs support functions and other response requirements. Annexes to the FRP outlining operational responsibilities for Federal agencies. ESF support is designed to supplement State and local response efforts.
ESF #9	US&R emergency support function responsible for locating, extricating, and providing initial medical treatment to disaster victims and to conduct other life-saving operations.
ESF #9 Group (at the DFO)	DHS/FEMA representatives at the DFO who coordinate State requests for US&R assets. These individuals coordinate with a State US&R counterpart who is also located at the DFO. The ESF #9 Group sends requests to the IST who directs the Task Forces to incident locations.
ESF #9 Program Officer	The individual at DHS/FEMA Headquarters responsible for assessing requests for the US&R Task Forces. The ESF #9 Program Officer coordinates closely with the DOMS and the Public Health Service to ensure that Task Forces are deployed in a timely manner.

Emergency Support Team (EST)	An interagency group operating from DHS/FEMA Headquarters. The EST oversees the national-level response support effort and coordinates activities with the ESF primary and support agencies. The EST serves as a mechanism to bring to bear all Federal authorities, resources, capabilities, and expertise that can contribute to an enhanced Federal response capability.
Equipment Cache List	The DHS/FEMA approved list of equipment that a Task Force is required to possess for operations. The list represents the maximum equipment that should be carried by a Task Force.
Expendable property	The term used to identify items such as small hand tools, gloves, saw blades, batteries, etc., that may normally be consumed or expended during the course of a mission.
Federal Coordinating Officer (FCO)	The senior Federal official appointed to coordinate the overall response and recovery activities. The FCO represents the President for the purpose of coordinating the administration of Federal relief activities in the designated area.
FEMA Regional Office	DHS/FEMA has divided the United States into 10 separate regions and established an office for each.
FEMA Operations Center (FOC)	DHS/FEMA's office which provides notification to DHS/FEMA Headquarters and regional responders of implementation of the plan and performs situation monitoring, alerting, and activation.
Field Operations Guide (FOG)	A pocketsize document that is carried in the field by US&R personnel. The FOG provides instant access to reference material such as operational checklists, functional procedures, emergency directives, etc.
Federal Response Plan (FRP)	The Federal government's plan to assist affected States and local jurisdictions after a major disaster. The plan addresses the provisions of commodities and services by grouping potential response requirements into twelve categories termed ESFs. 27 Federal departments and agencies are signatories of the plan.

General Services Administration (GSA)	The Federal agency responsible to DHS/FEMA for providing on-site support to the US&R Task Forces for supplies needed after the initial 72 hours of operation.
Health and Human Services (HHS)	The Department of Health and Human Services.
Incident Action Plan (IAP)	A document developed by the IST that identifies incident objectives, strategies and tactics, assigns responsibilities, and has several sub-plans attached including communications, logistics, Medevac, etc. IAPs are developed for each operational period.
Incident Command Post (ICP)	The location where the local jurisdiction's primary command functions are executed by the Incident Commander and staff.
Incident Command System (ICS)	Common organizational structure with capability of managing the assigned resources in an effective manner. See NIIMS.
Incident Commander (IC)	The local jurisdiction's person responsible for the management of all incident operations.
Incident Daily Briefing Form	A form used by the TFL and management staff as an agenda for conducting planning sessions and briefings.
Incident stress management	A process for allowing personnel to air their feelings and defuse emotions related to stressful or traumatic disaster-related incidents.
Initial Task Force Briefing Form	A form used by the TFL and management staff during the activation phase of the response. The form highlights pertinent information about the event.
Incident Support Team (IST)	A team of functional specialists who provide support, management, and assistance to US&R Task Forces and ESF #9 Group in the ERT.
Joint Information Center (JIC)	The physical location of PIOs and the core of the Joint Information System (JIS).
Joint Information System (JIS)	The system designed to facilitate the exchange of information. The JIS creates a linkage among all PIOs on the Federal, State, and local levels and with the private sector, news media, and other key offices.

Lessons learned	Critique information captured from past experiences, documented, and distributed in an effort to improve program operations.
Loadmaster	DoD individual responsible for preparing the Task Force equipment, supplies, and personnel during the palletizing, loading, in-flight logistics, and down-loading of the aircraft.
Local Jurisdiction	The affected locality that has the responsibility for managing the disaster within its borders.
Medical Team Fact Sheet	An informational sheet outlining the capabilities and requirements of the Task Force Medical Team.
Memorandum of Agreement (MOA)	The contract document between an organization sponsoring a Task Force and DHS/FEMA outlining all agreements and responsibilities.
Mobilization	The process used by all organizations, Federal, State, and local, for activating, assembling, and transporting resources requested.
Mobilization center	A temporary facility near an affected area used to receive, process and support Task Forces during the mobilization and demobilization phases of a mission.
Mobilization time frame	The time in which a Task Force is expected to assemble at the POD. Six hours is the identified time frame.
Movement Coordination Center (MCC)	A group of representatives of Federal agencies (ESF #4, DOT, DoD, and DHS/FEMA) within the EST Operations Section that coordinates the movement of Federal resources.
National Disaster Medical System (NDMS)	A system under the U.S. Public Health Service, which may be used during disasters. HHS coordinates NDMS in conjunction with DHS/FEMA, DoD, and the Department of Veterans Affairs. The system DMATs located strategically around the country.
National Interagency Incident Management System (NIIMS)	An incident management system which consists of five major subsystems. A total systems approach total risk incident management. The subsystems are the ICS, Training, Qualifications and Certification, Supporting Technologies, and Publication Management. See ICS.

National Urban Search and Rescue Response System

The Task Forces, ISTs, and other personnel and technical teams which respond to disasters under the direction of DHS/FEMA as Emergency Support Function #9.

National Interagency Emergency Operations Center (NIEOC)

Formerly the FEMA Emergency Information Coordination Center. Operating facility, located at FEMA Headquarters, where the EST is established. The NIEOC is DHS/FEMA's focal point for headquarters-level coordination and response activities immediately preceding, during, and after an emergency or major disaster. Collocated with the NIEOC is an executive conference room called the Emergency Information Display Area (EIDA), a communications center, and a television production facility.

Non-expendable property

The term used to denote expensive, accountable items such as generators, radios, power tools, technical equipment, etc.

Office of U.S. Foreign Disaster Assistance (OFDA)

The Federal agency responsible for assisting DHS/FEMA in requesting international assistance of US&R Task Forces through the United Nations Department of Humanitarian Affairs.

On site

Term used to refer to the operational area where a Task Force is assigned.

Operational checklist

A listing of considerations that the identified user should address when carrying out mission assignments. Operational checklists have been developed for all 18 positions that comprise a Task Force.

Operational period

The time interval, usually 12 hours, scheduled for execution of an IAP.

Operational procedures

Documents developed to address strategies and tactics that a Task Force may be required to address during a mission.

Operational work area

The area established by the Task Force for controlling all activities in the affected area. This area is primarily used by the Task Force personnel that support the rescue activities and serves as a secure area for staging resources.

Operations Chief	The position in the ICS that is responsible for managing the overall incident tactical operations.
Operations Manual	A document in the DHS/FEMA National US&R Response System series that describes the operational processes used by Task Forces. The document draws from the FRP and includes standard operating procedures.
Personal property	The term used to denote items that are taken on a mission by Task Force personnel not provided by the sponsoring organization.
Public Information Officer (PIO)	An individual assigned responsibility for collecting and disseminating information related to an incident. The PIO coordinates all media activities associated with the incident.
Point of Arrival (POA)	The location near the affected area, where responding resources arrive. The POA and mobilization center may be the same location.
Point of Contact (POC)	Designated official at the Federal, State, and local levels who have the primary responsibility for notification, activation, and acceptance reply for mobilization of Task Forces.
Point of Departure (POD)	Designated location where a Task Force reports for transport to an incident.
Primary agency	The Federal agency assigned principal responsibility to manage specific ESFs. Primary agencies are designated on the basis of their having the most authority, resources, capabilities, or expertise relative to accomplishment of the specific ESF.
Property accountability system	A plan for tracking and managing Task Force tools, equipment, and supplies during all phases of a mission.
Responder Information Sheet	A form to list all necessary information on Task Force personnel.
Regional Support Team (RST)	Serves as the initial POC for the affected State, other Federal agencies, and EST. The RST ceases to be a coordinating center once the ERT is established. The RST is located at the DHS/FEMA regional office responsible for the affected State or at a location identified by the DHS/FEMA regional staff.

State Coordinating Officer (SCO)	The person appointed by the Governor of the affected State to coordinate State and local response efforts with those of the Federal government.
Search assessment marking	A distinct marking system used by Task Force personnel that denotes information relating to the location of victims. It is used in conjunction with the structural/hazard evaluation marking system.
Self-sufficiency	The capability of a Task Force to operate in a totally independent fashion. The DHS/FEMA standard for self-sufficient capability is for 72 hours.
Site rehabilitation	Returning a building or grounds to the original condition prior to Task Force operations.
Sponsoring Organization	The entity that is responsible for developing and managing all aspects of a Task Force.
Staging area	A designated area where incoming resources report.
Support agency	A Federal department designated to assist a primary agency.
Task Force	A tactical component of the FRP under ESF #9 (Urban Search and Rescue).
T-Card System	A resource tracking system using different color cards displayed in a folder or hanging rack.
Task Force Command Post	Central control point within the Task Force Base of Operations used as a focal point by the Task Force for maintaining communications with elements of the Task Force.
TF Medical Team Fact Sheet	A form that summarizes the capabilities of the Task Force Medical Team. This form can be used when briefing the local officials.
Time-Phased Force Deployment Data (TPFDD)	An electronic file that describes the Task Force in terms of number of personnel and equipment in weights and cubic feet.

**United Nation’s Office for the
Coordination of Humanitarian
Affairs (OCHA)**

Entity located in Geneva, Switzerland tasked with the overall responsibility for disseminating information and coordination of international disaster relief activities.

U.S. Forest Service (FS)

Federal agency that can be tasked by GSA to set up and operate mobilization centers. As a support agency to ESF #9, the FS also may provide available aircraft, personnel, and equipment.

Urban Search and Rescue (US&R)

The term used to define the strategy, tactics, and operations for locating, providing medical treatment, and extrication of entrapped victims.

US&R TF Fact Sheet

A form that summarizes the composition, capabilities and limitations, and support requirements of a US&R Task Force. Used by the TFL when briefing local officials.