

Annex V: Glossary & Acronyms

Acronyms

AAR	After Action Report
BIA	Business Impact Analysis
CAP	Corrective Action Program
CCART	Cumberland County Animal Response Team
CFR	Code of Federal Regulations
CMH	Central Maine Healthcare System
CPOD	Commodity Point of Distribution
EAS	Emergency Alert System
EHS	Extremely Hazardous Substances
EID	Emerging Infectious Disease
EMA	Emergency Management Agency
EMD	Emergency Management Director
EMLT	Emergency Management Leadership Team
EOC	Emergency Operations Center
EOP	Emergency Operations Plan
EMLT	Emergency Management Leadership Team
ERF	Emergency Response Functions
ESF	Emergency Support Functions
HAZMAT	Hazardous Materials
HVAC	Heating, Ventilation, & Air Conditioning
IC	Incident Commander
ICP	Incident Command Post
ICS	Incident Command System
IDA	Initial Damage Assessment
IMAT	Incident Management Assistance Team
IT	Information Technology
JIT	Just In Time
MAA	Mutual Aid Agreement
NIMS	National Incident Management System
OEM	Office of Emergency Management
PIO	Public Information Officer
POC	Point of Contact
SIP	Shelter-in-Place
SNS	Strategic National Stockpile
THIRA	Threat and Hazard Identification and Risk Assessment
TT&E	Test, Training, & Exercise
UC	Unified Command
U.S.C.	United States Code

Glossary

Activation – The implementation of an emergency plan or procedure, whether in whole or in part.

Catastrophic Emergency – Any incident, regardless of location, that results in extraordinary levels of casualties, mass casualties, damage, or disruption severely affecting the U.S. population, infrastructure, environment, economy, or government functions.

Communications – Voice, video, and data capabilities that enable organizational leadership and staff to conduct the functions and services of the organization. Robust communications enable leadership to receive coordinated and integrated policy and operational advice and recommendations.

Corrective Action Program (CAP) – An organized method documenting and tracking improvement actions for an organization’s resilience program.

Critical Functions/Services – A subset of organizational functions that are determined to be critical activities. These critical functions are then used to identify supporting tasks and resources that must be included in the organization’s resilience planning process.

Essential Records – Information systems and applications, electronic and hardcopy documents, references, and records needed to support essential functions during an emergency. The two basic categories of essential records are emergency operating records and rights and interest records. Emergency operating records are essential to the continued functioning or reconstitution of an organization. Rights and interest records are critical to carrying out an organization’s essential legal and financial functions and vital to the protection of the legal and financial rights of individuals who are directly affected by that organization’s activities. The term “vital records” refers to a specific subset of essential records relating to birth, death, and marriage documents.

Event – a scheduled nonemergency activity (e.g., sporting event, concert, parade, training exercise, large convention, fair, large gathering, etc.).

Incident – An occurrence or event, natural or manmade that requires a response to protect life or property, with little or no warning. Incidents can include major disasters, emergencies, terrorist attacks, terrorist threats, civil unrest, wild land and urban fires, floods, hazardous materials spills, nuclear accidents, aircraft accidents, earthquakes, hurricanes, tornadoes, tropical storms, tsunamis, war-related disasters, public health and medical emergencies, and other occurrences requiring an emergency response.

Leadership – The senior decision makers within an organization who have the responsibility for the planning, implementation, and execution of the organization’s emergency planning and programming. Depending on the organization, directors and managers may also serve in guiding the organization and making decisions.

Mitigation – Activities, which undertaken, may reduce the severity of, or completely eliminate hazardous events and situations.

Normal Operations – Refers to the broad functions undertaken by an organization when it is assigned responsibility for a given functional area; these functions include day to day tasks, planning, and execution of tasks.

Plan – A proposed or intended method of getting from one set of circumstances to Another. A plan is often used to move from the present situation towards accomplishing one or more objectives or goals.

Preparedness – Activities, principally planning, training and exercising, that are designed to comprehensively respond to an emergency or disaster event.

Prevention – A continuous cycle of activities such as emergency planning, staff training, exercising, assessment and remedial actions.

Primary Operating Facility – The facility where an organization’s leadership and staff operate on a day-to-day basis.

Recovery – The implementation of prioritized actions required to return an organization’s processes and support functions to operational stability following a change in normal operations.

Resilience – The ability to prepare for and adapt to changing conditions and recover rapidly from operational disruptions. Resilience includes the ability to withstand and recover from deliberate attacks, accidents, or naturally occurring threats or incidents.

Response – Immediate actions taken to respond to an emergency or disaster event to save lives and property, and prevent further damage, based on actions outlined in plans and procedures.

Risk - The potential for an unwanted outcome resulting from an incident, event, or occurrence, as determined by its likelihood and the associated consequences. A given risk may degrade or hinder the performance of an organization’s critical functions and affect critical assets associated with continuing operations.

Test, Training, and Exercises (TT&E) – Activities designed to familiarize, impart skills and ensure viability of emergency response plans. TT&E measures an organization’s planning to verify that it is capable of supporting the continued execution of the organization’s critical functions throughout the duration of an emergency incident or event.