



## **BASIC PLAN: Appendix 4 Definitions**

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### **Alert**

An incident that currently does not affect the local or general population but has the potential to escalate to a more serious emergency. The situation is unresolved and should be monitored closely. Some limited protective actions may be implemented and additional assistance requested from MOHSEP.

### **Annex**

A plan element that is devoted to one component part of emergency operations and describes the jurisdiction's approach to functioning in that area of activity in response to emergencies caused by any hazard that might affect the community.

### **Appendix**

A plan element attached to a functional annex to provide information on special approaches or requirements generated by unique characteristics of specified hazards identified as being of particular concern to the jurisdiction.

### **Applicant**

A State agency, local government, or private non-profit facility submitting a Project Application or request for direct Federal Assistance under the Act or on whose behalf the Governor's Authorized Representative takes such action.

### **ARFF**

Aircraft Rescue Fire Fighter - refers to Baton Rouge Metro Airport Police/ARFF.

### **Basic Plan**

Establishes general policies, responsibilities, and procedures for implementing comprehensive emergency preparedness.

### **Congregate Care Facilities**

Public or private buildings' reception areas that may be used to lodge and care for evacuees. Generally, assigned space is approximately 40 square feet per person. The facility may or may not meet criteria for designation as "fallout shelter".

### **Crisis Relocation Plan (CRP)**

The contingency planning designed to move populations from high hazard areas to those of lower risk and to provide for their well being (i.e., congregate care housing, feeding, fallout protection, etc.). Also frequently referred to as evacuation planning.



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### **Critical Infrastructure**

Systems, assets, and networks, whether physical or virtual, so vital to the United States that the incapacity or destruction of such systems and assets would have a debilitating impact on security, national economic security, national public health or safety, or any combination of those matters.

### **Direction and Control (D&C)**

The control group in the Emergency Operations Center (EOC) during the emergency operation consists of the Chief Executive (Mayor, Parish Judge, Governor, etc.) the deputy, chiefs of the emergency operating services and any supporting staff such as communications controller, public information officer, and legal advisor as deemed necessary.

### **Disaster**

An event, the effects of which cause loss of life, human suffering, property damage, both public and private, and severe economic and social disruption. Disasters can be natural or man-made events; major accidents, or enemy attacks. Disasters are differentiated from those day-to-day emergencies and accidents that are routinely responded to by local emergency organizations, and may be of such magnitude or unusual circumstances as to require response by all levels of government - federal, state and local.

### **Disaster Recovery Center (DRC)**

A facility established in a centralized location within or near the disaster area at which disaster victims (individuals, families, or businesses) apply for disaster aid.

### **Emergency**

A disaster occurrence or a situation which seriously threatens loss of life and damage to property. It usually develops suddenly and unexpectedly and demands immediate, coordinated, and effective response by government and private sector organizations to protect lives and limit damage to property. Examples of emergency situations which could result in a disaster include: an accident involving hazardous materials which threatens to explode or rupture endangering the surrounding population; a period of time prior to the onset of a severe storm such as a hurricane; and a period of intense international crisis that could lead to nuclear warfare.

Any of the various types of catastrophe included in the definition of a "major disaster" which required Federal emergency assistance to supplement State and local efforts to save lives and protect property, public health and safety, or to avert or lessen the threat of a disaster.



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### **Emergency Alert System (EAS)**

A network of broadcast stations and interconnecting facilities which have been authorized by the Federal Communications Commission to operate in a controlled manner during a war, state of public peril or disaster, or other natural emergency as provided by the Emergency Alert System Plan.

### **Emergency Preparedness**

The judicious planning, assignment and coordination of all available resources in an integrated program of prevention, mitigation, preparedness, response, and recovery for emergencies of any kind, whether from enemy attack, man-made or natural sources.

### **Emergency Operation Center (EOC)**

The protected site from which civil government officials (municipal, parish, state and federal) exercise direction and control in an emergency.

### **Emergency Operations Plan (EOP)**

A brief, clear and concise document which describes action to be taken and provides instructions to all individuals and local government services, and states what will be done in the event of an anticipated emergency. The plan will state the method or scheme for taking coordinated action to meet the needs of the situation. It will state what action is to be taken, when and where it is to take place, and who is responsible, based on pre-determined assumptions, objectives and capabilities. Sometimes referred to as the Population Protection Plan by Federal agencies.

### **Emergency Public Information (EPI)**

Information which is disseminated before, during and/or after an emergency designed to instruct and transmit direct orders to the public via the news media.

### **Emergency Support Function (ESF)**

Used by the Federal Government and many State governments as the primary mechanism at the operational level to organize and provide assistance. ESFs align categories of resources and provide strategic objectives for their use. ESFs utilize standardized resource management concepts such as typing, inventorying, and tracking to facilitate the dispatch, deployment, and recovery of resources before, during, and after an incident.



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### **Emergency Planning Zone (EPZ)**

Areas near the point of the release of a chemical agent are likely to experience relatively high concentrations of agent very quickly, while areas farther away are likely to experience lower agent concentrations after a longer period of time. Because of these factors, the extent and type of emergency planning required changes as the distance from the source of a potential release increases. Since it is not practical to develop emergency response plans that vary continuously with distance, it is necessary to establish zones to differentiate appropriate levels of response. The concept of zone-based emergency planning is common, perhaps best illustrated by the federal Radiological Emergency Preparedness program for fixed nuclear facilities, which uses two zones of 10 miles and 50 miles in radius.

### **Evacuation Control Procedures**

The plans made by the various services to outline their duties and to ensure the orderly movement of people during the evacuation period.

### **Evacuees, Spontaneous**

Persons who might leave an area in periods of intense crisis in response to a real or feared threat, whether or not they are advised to do so.

### **Executive Group**

The governing body of the local jurisdiction but also may include members of Mutual Aid Associations and the mayors of the towns, cities and communities in the jurisdiction.

### **Fallout**

The process of radioactive particles of debris (dust) which have been made radioactive by nuclear detonation falling back to earth.

### **Fallout Shelter**

A habitable structure, facility, or space, public or private, used to protect its occupants from radioactive fallout. Space is allocated at 10 square feet per person.

### **Federal Emergency Management Agency (FEMA)**

The primary purpose is to coordinate the response to an event has occurred in the United States that overwhelms the resources of local and state authorities.



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### **Federal Coordinating Officer (FCO)**

Responsible for the coordination of all federal disaster assistance efforts in the affected area. The FCO works closely with the State Coordinating Office (SCO) to assure effective implementation of assistance programs. The FCO is located in the Disaster Field Office.

### **Federal Resource Coordinator (FRC)**

Official who may be designated by the Department of Homeland Security in non-Stafford Act situations when a Federal department or agency acting under its own authority has requested the assistance of the Secretary of Homeland Security to obtain support from other Federal departments and agencies. In these situations, the FRC coordinates support through interagency agreements and memorandums of understanding. The FRC is responsible for coordinating timely delivery of resources to the requesting agency.

### **Federal-State Agreement (FEMA-State Agreement)**

The document executed by the Governor, acting for the State and the Regional Director, for FEMA. The agreement will contain the necessary terms and conditions consistent with the provision of applicable laws, executive orders, and regulations that the Associate Director may require and will set forth the type and extent of Federal assistance.

### **Floodplain**

The area adjoining a river, stream, watercourse, ocean, lake or other body of standing water that has been or may be covered by flood water.

### **Floodway**

The channel of a river or stream and those parts of the flood plains adjoining the channel which are required to carry and discharge the floodwater or flood flow of any river or stream.

### **General Emergency**

An emergency which has affected or will affect large portions of the Parish population. This is the most severe of the emergency classifications and protective actions for large numbers of people would be necessary. All emergency resources would be activated and assistance would be requested from federal, state and support parish emergency response agencies, as necessary.

### **Governor's Office of Homeland Security and Emergency Preparedness (GOHSEP)**

State agency that has the responsibility to coordinate other state agencies in their efforts to prepare for, prevent, respond to and recover from, all natural and manmade emergencies and disasters in the State of Louisiana.



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### **Governor**

The Chief Executive or Acting Chief Executive of the State of Louisiana.

### **Governor's Authorized Representative (GAR)**

The person named by the Governor in the Federal-State Agreement to execute on behalf of the State all necessary documents for disaster assistance following the declaration of an emergency or major disaster, including certification of applicants for public assistance.

### **Grant Coordinating Officer (GCO)**

The State official assigned the management responsibility in the Administrative Plan for Individual Family Grant (IFG) Program.

### **Hazard Area**

Areas designated by the Federal government, or locally through a Hazard Vulnerability Analysis, which are relatively more likely to experience the direct effects of certain natural or man-made disasters.

### **Hazard Mitigation**

All methods and measures employed to eliminate or make less severe the effects of a major disaster or emergency and of future disasters in the affected area, including reduction and avoidance.

### **Homeland Security (HLS)**

Homeland Security is a concerted national effort to prevent terrorist attacks within the United States, reduce America's vulnerability to terrorism, and minimize the damage and recover from attacks that do occur.

### **Homeland Security (HLS) Advisory System**

A color coded system designed to disseminate information regarding the risk of terrorist acts to federal, state and local authorities and to the American people. There are five threat conditions, each identified by a description and corresponding color. GREEN or LOW - low risk of terrorist attacks; BLUE or GUARDED – general risk of terrorist attacks; YELLOW OR ELEVATED – significant risk of terrorist attacks; ORANGE or HIGH – high risk of terrorist attacks; RED or SEVERE – severe risk of terrorist attacks.



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### **Individual and Family Grants (IFG)**

Cash subsidies for the purpose of providing individual and family supports or defraying extraordinary disability-related expenses.

### **Increased Readiness Reporting (IRR)**

The reporting system used to report from selected local governments to the State and to the Federal level to determine the level of readiness for a given emergency.

### **Individual Assistance Officer (IAO)**

A principal staff officer on the FCO's staff and directly responsible to the FCO for all matters relating to individual assistance, including the establishment, location and operation of DAC's and mobile teams. The IAO is located with the FCO.

### **In-Place Protection Plan (Formerly Community Shelter Plan)**

A planning document which includes a published map and emergency public information materials that enable a local government to give people the answers to questions, "Where do I go for shelter?" and "What do I do?" when the warning sounds. The IPP designates specific shelters to be used by people working or living in specific areas of the community, thus allocating the people to the best available fallout protection.

### **Integrated Emergency Management System (IEMS)**

A concept that applies prevention, mitigation, preparedness, response and recovery activities to all hazards in a Local/State/Federal partnership.

### **Joint Field Office (JFO)**

A facility established within or adjacent to an affected area for the purpose of providing disaster victims with "one-stop" service in meeting their disaster or emergency needs. It is usually staffed by representatives of Federal, State and local government agencies, volunteer organizations and certain representatives of the private sector.

### **Joint Information Center (JIC)**

An interagency entity established to coordinate and disseminate information for the public and media concerning an incident. JICs may be established locally, regionally, or nationally depending on the size and magnitude of the incident.

### **Louisiana Capital Area Volunteer Organization Active in Disasters (LCAVOAD)**

East Baton Rouge chapter of the state VOAD organization.



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### **Local Government (Political Subdivision)**

Any city, parish, village, town, district, or other legal political subdivision within the State of Louisiana.

### **National Incident Management System (NIMS)**

System that provides a proactive approach guiding government agencies at all levels, the private sector, and nongovernmental organizations to work seamlessly to prepare for, prevent, respond to, recover from, and mitigate the effects of incidents, regardless of cause, size, location, or complexity, in order to reduce the loss of life or property and harm to the environment.

### **National Operations Center (NOC)**

Serves as the primary national hub for situational awareness and operations coordination across the Federal Government for incident management. The NOC provides the Secretary of Homeland Security and other principals with information necessary to make critical national-level incident management decisions.

### **National Preparedness Goal**

A Nation prepared with coordinated capabilities to prevent, protect against, respond to and recover from all hazards in a way that balances risk with resources and need.

### **National Priorities**

Guide preparedness efforts that meet the Nation's most urgent needs and reflect major themes and recurring issues identified in national strategies, presidential directives, State and Urban Area Homeland Security Strategies, the Hurricane Katrina Reports and other lessons-learned reports.

### **National Response Framework (NRF)**

Guides how the Nation conducts all-hazards response. The Framework documents the key response principles, roles, and structures that organize national response. It describes how communities, States, the Federal Government, and private-sector and nongovernmental partners apply these principles for a coordinated, effective national response. And it describes special circumstances where the Federal Government exercises a larger role, including incidents where Federal interests are involved and catastrophic incidents where a State would require significant support. It allows first responders, decision makers, and supporting entities to provide a unified national response.



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### **Points of Distribution (POD)**

Centralized locations where the public picks up life sustaining commodities following a disaster or emergency. Commodities may include ice, water, meals ready to eat, or tarps. Commodities are provided often in the event of loss of electricity or decrease in availability of commodities (such as food).

### **Points of Dispensing (POD)**

During a public health emergency, such as a large scale disease outbreak or bioterrorism event, the Public Health Department may be tasked to provide antibiotics or vaccines to all members of our community potentially exposed to a disease. Point of Dispensing (POD) sites may be set up to accomplish this task. The sole purpose of a dispensing point is to quickly distribute preventive medication to large numbers of people during a public health emergency in an effort to prevent illness.

### **Principal Federal Official (PFO)**

May be appointed to serve as the Secretary of Homeland Security's primary representative to ensure consistency of Federal support as well as the overall effectiveness of the Federal incident management for catastrophic or unusually complex incidents that require extraordinary coordination.

### **Radiological Protection**

A program, including plans, procedures, and systems to monitor, report and evaluate the radiological hazards. It supports preventive and remedial measures to minimize the effect of nuclear radiation on people and resources.

### **Reception Area**

A specified area relatively unlikely to experience the direct effects of a particular natural disaster or nuclear attack, and designated for the reception, care and logistical support of the hazard area evacuees.

### **Resources**

Manpower, raw or basic materials, finished goods and products, services and facilities.

### **Resources List**

A list maintained by the Director of East Baton Rouge Parish Office of Homeland Security & Emergency Preparedness which lists all resources (equipment, personnel, supplies) in the parish which can be used by emergency services in response to local disasters/emergencies.



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The resource list of Baton Rouge Area Mutual Aid System (BRAMAS) is maintained in the Baton Rouge Fire Communications Division. This list also contains available equipment and supplies in the Baton Rouge area.

### **Sea, Lake and Overland Surges from Hurricanes (SLOSH) Model**

A computerized model run by the National Hurricane Center (NHC) to estimate storm surge heights and winds resulting from historical, hypothetical, or predicted hurricanes by taking into account pressure, size, forward speed, track and winds.

### **Senior Federal Law Enforcement Official (SFLEO)**

An official appointed by the Attorney General during an incident requiring a coordinated Federal response to coordinate all law enforcement, public safety, and security operations with intelligence or investigative law enforcement operations directly related to the incident. The SFLEO is a member of the Unified Coordination Group and, as such, is responsible to ensure that allocation of law enforcement requirements and resource allocations are coordinated as appropriate with all other members of the Group. In the event of a terrorist incident, the SFLEO will normally be a senior Federal Bureau of Investigation official who has coordinating authority over all law enforcement activities related to the incident, both those falling within the Attorney General's explicit authority as recognized in Homeland Security Presidential Directive 5 and those otherwise directly related to the incident itself.

### **Senior Officials (SO)**

A particular representative in the Unified Coordination Group. State, tribal or even private sector representatives can serve in the group, if necessary.

### **Site Area Emergency**

An emergency that either has already had some effect on near-site population or is anticipated to do so. This classification would be used in situations where a limited number of people have been affected or a much larger number could possibly be affected. Protective actions would be implemented and emergency preparedness assistance would be necessary.

### **Shelter, Expedient**

Any shelter constructed in an emergency or crisis period, on a crash basis, by individuals or single families.

### **Shelter, Fallout**

A habitable structure or space used to protect its occupants from radioactive fallout.



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### **Shelter Manager**

A pre-trained individual who provides for internal organization, administration, and operation of a shelter facility.

### **Shelter, Special Needs**

Shelter whose population may have additional needs before, during, and after an incident in functional areas, including but not limited to: maintaining independence, communication, transportation, supervision, and medical care. Individuals in need of additional response assistance may include those who have disabilities; who live in institutionalized settings; who are elderly; who are children; who are from diverse cultures; who have limited English proficiency or are non-English speaking; or who are transportation disadvantaged.

### **Special Assistance Team (SAT)**

The Special Assistance Team has been in place in support of the Parish Emergency Operations Center since 1997. The City-Parish Employees participating in the program provide a critical linkage to emergency assistance for our citizens who suffer during disasters that impact East Baton Rouge Parish. It is enormously important to have personnel who are able to address the needs and concerns of the public during a time of crisis. In times of emergencies, team members will be called upon to work at the East Baton Rouge Parish Emergency Operations Center.

### **State**

State of Louisiana

### **State Coordinating Officer (SCO)**

The State Official designated by the Governor to act as his principal assistant in the coordination and supervision of the State Disaster Assistance Program and to act in cooperation with the Federal Coordinating Officer for the purpose of coordinating State and local assistance efforts with those of the Federal Government.

### **State Emergency Operations Center (SEOC)**

A Facility designated as the area of mobilization of all resources of the State during times of emergencies. Other State EOC's may be designated as required in a disaster area.

### **State Emergency Plan**

State plan which is designed specifically for state-level response to emergencies or major disasters and which sets forth actions to be taken by the state and local governments, including those for implementing federal disaster assistance.



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### **Standard Operating Guidelines (SOGs)**

A set of instructions having the force of a directive, covering those features of operations which lend themselves to a definite or standardized procedure without loss of effectiveness.

### **Staging Area (SA)**

A preselected location having large parking areas and cover for equipment, vehicle operators, and other personnel (i.e. a major shopping area, schools, etc.) The SA provides a base for coordinated emergency operations, assembly of persons to be moved by public transportation to Reception jurisdictions, a rally point for mutual aid, and a debarking area for returning evacuees. Several of these areas should be designated in each Evacuating/Hazard and Reception jurisdiction.

### **Terrorism**

The calculated use of violence or the threat of violence to attain goals that are political, religious, or ideological in nature. Terrorism includes criminal act against persons or property that is intended to influence an audience beyond the immediate victims.

### **Temporary Medical Operations Staging Area (TMOSA)**

Temporary medical facility established to triage patients and provide additional bed space for the overflow from the Medical Special Needs Shelter.

### **Traffic Control Points**

Places along evacuation routes that are manned by law enforcement officials to direct and control movement to and from the area being evacuated.

### **Universal Task List (UTL)**

A menu of unique tasks that link strategies to prevention, protection, response, and recovery tasks for the major events represented by the National Planning Scenarios. It provides a common vocabulary of critical tasks that support development of essential capabilities among organizations at all levels. The List was used to assist in creating the Target Capabilities List.

### **Unusual Event**

An incident that is out of the ordinary but does not present a current threat to persons or property even in the immediate vicinity. The incident may have the potential to escalate to a more serious emergency but is not expected to do so. No protective action will be implemented and no emergency preparedness assistance should be needed.



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### **Urban Area Security Initiative (UASI)**

The UASI program focuses on enhancing regional preparedness in major metropolitan areas. The UASI program directly supports the National Priority on expanding regional collaboration in the National Preparedness Guidelines and is intended to assist participating jurisdictions in developing integrated regional systems for prevention, protection, response and recovery.

### **Vulnerability (or Risk)**

The degree to which people, property, the environment, or social and economic activity -- in short, all elements-at-risk -- are susceptible to injury, damage, disruption, or loss of life.

### **Weapons of Mass Destruction, WMD**

Term given to all chemical, biological, cyber, or nuclear weapons used in a terrorist attack.

### **Worker, Key**

An individual whose skills or services are required to continue operation of vital facilities and activities that will provide goods and services to the relocated population and host parish residents, or insure continuance of the nation's production capabilities and preservation of the economic system.