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# Glossary of Terms

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**"Action Plan"** means the plan prepared in the EOC containing the emergency response objectives reflecting overall priorities and supporting activities for a designated period. The plan is shared with supporting agencies. (See also **Incident Action Plan**)

**"American Red Cross"** is a federally chartered volunteer agency that provides disaster relief to individuals and families. Major responsibilities include providing lodging, food, clothing, and victim registration and inquiry service.

**"CEMP or Plan"** refers to the Comprehensive Emergency Management Plan for the Consolidated City of Indianapolis as required by Indiana Code Title 10. It establishes the planned response to extraordinary emergency situations associated with natural and man-made disasters, technological incidents, and national security emergencies in or affecting the Consolidated City of Indianapolis.

**"Concept of Operations"** means a general notion of the methods used to organize response to disasters. Disaster typically progress through identifiable phases and certain responses are appropriate during each of these phases.

**"Damage Assessment Team"** means a team that conducts on-the-ground surveys of damage in the affected area(s). A team usually consists of representatives of emergency management, public works, utilities, health, and law enforcement. (See also **Rapid Impact Assessment Team**)

**"Damage Survey Report"** means a damage survey report is prepared by a Rapid Impact Assessment Team or a Damage Assessment Team. A Damage Survey Report (FEMA Form 90-91) is prepared for each site with damage.

**"Disaster"** means a sudden and extraordinary misfortune; a calamity which threatens or effects extraordinary loss of life or property.

**"Disaster Service Worker"** means any person registered with emergency management or the American Red Cross to provide service in a disaster or emergency without pay. Disaster Service Workers include public employees, rostered volunteers, and other persons pressed into service during an emergency by persons authorized to command such services.

**"Emergency"** means a condition 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, hazardous material incident, storm, epidemic, riot, drought, sudden and severe energy shortage, plant or animal infestations or disease, the Governor's warning of an earthquake or volcanic prediction, or an earthquake or other conditions, other than conditions resulting from a labor controversy.

**“Emergency Alert System”** the Emergency Alert System or EAS replaces the older Emergency Broadcast System and is used to provide the public with Presidentially-initiated alerts and messages and those initiated by State and local governments in concert with radio, television, and cable providers.

**"Emergency Operations Center (EOC)"** means a location from which centralized emergency management can be performed.

**"Emergency Response Agency"** means any organization responding to an emergency, whether in the field, at the scene of an incident, or to an EOC, in response to an emergency, or providing mutual aid support to such an organization.

**"Emergency Response Personnel"** means personnel involved with an agency's response to an emergency.

**“Emergency Support Function (ESF)”** The CEMP employs a functional approach that groups the types of functions that are most likely needed during significant disasters and emergencies under an Emergency Support Function rather than a particular agency or discipline, (e.g., mass care, health and medical services). ESFs are expected to support one another in carrying out their respective missions.

**“Federal Emergency Management Agency (FEMA)”** The Federal counterpart of the City of Indianapolis Emergency Management Division. Responsible for preparation, response, recovery, and mitigation efforts at the Federal level.

**“Hazard Mitigation Grant Program (HMGP)”** The program's purpose is to fund projects that are cost effective and substantially reduce the risk of future damage, hardship, loss, or suffering resulting from a major natural disaster.

**"Incident"** means 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"** means 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 Command Post”** The Incident Command Post is the location chosen as the field base of operation for a specific incident.

**"Incident Commander"** means the individual responsible for the command of all functions at the field response level.

**"Incident Command System (ICS)"** means one of several nationally used standardized on-scene emergency management concepts 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. It 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.

**"Initial Damage Estimate"** means a preliminary assessment of the magnitude, impact, dollar damage, and what action is going to be taken to deal with a situation resulting from a significant disaster or emergency. This information will help determine whether a Local Disaster Emergency should be declared.

**"Joint Information Center"** The Joint Information Center is comprised of staff from the Public Information Officers of the various agencies staffing the Emergency Operations Center (EOC) and is responsible for ensuring that the media is informed of all pertinent public information statements originating from the EOC.

**"Lead Agency"** A Lead Agency is designated to coordinate the accomplishment of the tasks provided in a specific Emergency Support Function with the cooperation and assistance of any or all of the Support Agencies.

**"Local Disaster Emergency"** A local disaster emergency may be declared only by the principal executive officer of a political subdivision. It cannot be continued or renewed past seven days except by or with the consent of the governing board of the political subdivision.

**"Mutual Aid"** means voluntary aid and assistance in the event that a disaster should occur, by the interchange of services and facilities, including, but not limited to: fire, police, medical and health, communication, and transportation services and facilities, to cope with the problems of rescue, relief, evacuation, rehabilitation, and reconstruction which would arise in the event of a disaster. Mutual aid is designed to ensure that adequate resources, facilities, and other support are provided to jurisdictions whenever their own resources prove to be inadequate to cope with a given situation.

**"Operations Group"** The Operations Group is responsible for carrying out the directions and policies established by the Policy Group and for the coordination of efforts to respond to a disaster. The Operations Group consists of the Lead Agencies of the Emergency Support Functions.

**“OPS Section Chief”** The Operations Section Chief (OPS) is the individual that coordinates the tactical response function to accomplish the strategy set by Command. Operations directs all the incident tactical operations and assists Command in the development of the action plan.

**“Policy Group”** The Policy Group consists of the:

- Mayor of the Consolidated City of Indianapolis;
- Chief Deputy Mayor;
- Deputy Mayor for Neighborhoods;
- Deputy Mayor for Policy;
- Sheriff of Marion County;
- Director of Public Safety; and
- Additional department directors, elected officials or technical advisors as designated by the Mayor based upon the emergency.

The head of the Policy Group is the Mayor, who is responsible for the prompt, efficient execution of the CEMP, or so much as is necessary.

**"Political subdivision"** means political subdivision as defined under 36-1-2-13 i.e. any city, county, special taxing district, or other local governmental entity.

**“Public Assistance Programs”** Federal recovery monies available after a disaster to assist State agencies, counties, cities, special districts, primary and secondary schools, colleges, private non-profit organizations. The private non-profit organizations include educational, utility, emergency, medical, and custodial care facilities. Private non-profit organizations who manage and operate essential governmental services facilities such as community centers, libraries, homeless shelters, senior citizen centers, sheltered workshops, and similar facilities that are open to the general public are also eligible under the federal public assistance program.

**"Rapid Impact Assessment Team"** an ad hoc team usually public safety or public works personnel who conduct a quick initial damage assessment in affected areas to establish the extent of a disaster for purposes of determining whether or not a Local Disaster Emergency should be declared. This is followed in later phases by a more thorough and in depth damage assessment of individual sites.

**“Situation Reports”** Situation Reports define affected areas, identify the status of transportation routes, the number of casualties and fatalities, damage to both private and public facilities, and the type and relative priority of assistance needed.

**“State Emergency Management Agency (SEMA)”** The State of Indiana counterpart of the City of Indianapolis Emergency Management Division. Responsible for preparation, response, recovery, and mitigation efforts at the State level.