Handout 1-1: Common Course Acronyms and Glossary

**COOP - Continuity of Operations**: Continuity of Operations, as defined in the National Security Presidential Directive-51/Homeland Security Presidential Directive-20 (NSPD-51/HSPD-20) and the National Continuity Policy Implementation Plan (NCPIP), is an effort within individual executive departments and agencies to ensure that Primary Mission Essential Functions (PMEFs) continue to be performed during a wide range of emergencies, including localized acts of nature, accidents, and technological or attack-related emergencies.

**Departmental EOC Structure**: Jurisdictions/organizations may opt to use their day-to-day departmental/agency structure and relationships in their EOC. By operating in the context of their normal relationships, department/agency representatives can function in the EOC with minimal preparation or startup time. In this configuration, the organization’s emergency manager or a senior official typically coordinates EOC efforts among the departments and agencies.

**DRC - Disaster Recovery Center**: A facility established in a centralized location within or near the disaster area at which disaster survivors (individuals, families, or businesses) may apply for disaster aid.

**EOC - Emergency Operation Center**: The physical location at which the coordination of information and resources to support incident management (on-scene operations) activities normally take place. An EOC may be a temporary facility or may be located in a more central or permanently established facility, perhaps at a higher level of organization within a jurisdiction.

**EOP - Emergency Operations Plan**: A plan for responding to a variety of potential hazards.

**ESF - Emergency Support Function**: The grouping of governmental and certain private sector capabilities into an organizational structure to provide capabilities and services most likely needed to manage domestic incidents.

**IAP - Incident Action Plan**: An oral or written plan developed and approved by the IC/UC and ICS staff. The IAP contains general objectives reflecting the overall strategy for managing an incident. It may include the identification of operational resources and assignments. It may also include attachments that provide direction and important information for management of the incident during one or more operational periods. Staff in EOCs conduct iterative planning and produce plans to guide their activities during specified periods. These are typically more strategic than IAPs, and should not be referred to as an IAP to avoid confusion. Incident Support Plan (ISP) is a term that some EOCs use for the EOC plan to clearly differentiate this from the Incident Action Plan.
**ICS - Incident Command System:** A standardized on-scene emergency management construct specifically designed to provide for the adoption of an integrated organizational structure that reflects the complexity and demands of single or multiple incidents, without being hindered by jurisdictional boundaries. ICS is a management system designed to enable effective incident management by integrating a combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure, designed to aid in the management of resources during incidents.

**ICS or ICS-Like EOC Structure:** Many jurisdictions/organizations configure their EOCs using the standard ICS organizational structure. The structure is familiar to many people, and it aligns with the on-scene incident organization. Some jurisdictions/organizations use the standard ICS organizational structure but modify certain titles to create an ICS-like organization that distinguishes EOC functions from their field counterparts.

**ICP - Incident Command Post:** The field location where the primary functions of incident command are performed. The ICP may be co-located with the Incident Base or other incident facilities.

**IMT - Incident Management Team:** A rostered group of ICS-qualified personnel consisting of an Incident Commander, Command and General Staff, and personnel assigned to other key ICS positions.

**ISM – Incident Support Model EOC Structure:** Jurisdictions/organizations that focus their EOC team’s efforts on information, planning, and resource support may choose to separate the situational awareness function from planning and combine operations and logistics functions into an incident support structure. This organization puts the EOC director in direct contact with those doing situational awareness/information management and streamlines resource sourcing, ordering, and tracking.

**JFO - Joint Field Office:** The primary Federal incident management field structure. The JFO is a temporary Federal facility that provides a central location for the coordination of local, state, tribal, and Federal governments and private sector and NGOs with primary responsibility for response and recovery.

**JIC - Joint Information Center:** An interagency entity established to coordinate and disseminate information for the public and media concerning an incident.

**JIS - Joint Information System:** Mechanism that integrates incident information and public affairs into a cohesive organization designed to provide consistent, coordinated, accurate, accessible, timely, and complete information during crisis or incident operations.
MAC Group - Multiagency Coordination Group: A group, typically consisting of agency administrators or executives from organizations, or their designees, that provides policy guidance to incident personnel, supports resource prioritization and allocation, and enables decision making among elected and appointed officials and senior executives in other organizations, as well as those directly responsible for incident management.

MACS - Multiagency Coordination System: An overarching term for the NIMS Command and Coordination Structures: ICS, EOCs, MAC Group/policy groups, and JISs.

NDRF - National Disaster Recovery Framework: The National Disaster Recovery Framework (NDRF) is a conceptual guide designed to ensure coordination and recovery planning at all levels of government before a disaster, and defines how we will work together, following a disaster, to best meet the needs of States, local and tribal governments and communities and individuals in their recoveries.

NIMS - National Incident Management System: A systematic, proactive approach to guide all levels of government, NGOs, and the private sector to work together to prevent, protect against, mitigate, respond to, and recover from the effects of incidents. NIMS provides stakeholders across the whole community with the shared vocabulary, systems, and processes to successfully deliver the capabilities described in the National Preparedness System. NIMS provides a consistent foundation for dealing with all incidents, ranging from daily occurrences to incidents requiring a coordinated Federal response.

NPG - National Preparedness Goal: Presidential Policy Directive 8, or PPD-8, describes the Nation’s approach to national preparedness: The National Preparedness Goal is the cornerstone for the implementation of PPD-8. The Goal identifies the Nation’s core capabilities required for achieving the five mission areas of Prevention, Protection, Mitigation, Response, and Recovery.

NRF - National Response Framework: 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.

PIO - Public Information Officer: A member of the Command Staff responsible for interfacing with the public and media and/or with other agencies with incident-related information requirements.

RSF - Recovery Support Function: Organizing structures for key functional areas of assistance outlined in the National Disaster Recovery Framework that group capabilities of various government and private sector partner organizations to promote effective recovery from disasters before and after disasters strike.
**SA - Situational Awareness**: The ability to identify, process, and comprehend the critical elements of information about an incident.

**SitPic - Shared Situational Picture**: A continuously updated overview of an incident compiled throughout an incident’s life cycle from data shared between integrated systems for communication, information management, and information sharing. The shared situational picture allows incident managers at all levels to make effective, consistent, and timely decisions. The shared situational picture also helps ensure consistency at all levels of incident management across jurisdictions, as well as between various governmental jurisdictions and private-sector and nongovernmental entities that are engaged. Some organizations refer to this as Common Operating Picture (COP).

**SitRep - Situation Report**: Document that contains confirmed or verified information and explicit details (who, what, where, and how) relating to an incident.

**SOP - Standard Operating Procedure**: Complete reference document or an operations manual that provides the purpose, authorities, duration, and details for the preferred method of performing a single function or a number of interrelated functions in a uniform manner.