

FLORIDA POLYTECHNIC UNIVERSITY COMPREHENSIVE EMERGENCY MANAGEMENT PLAN (CEMP) 2017



FLORIDA POLYTECHNIC
UNIVERSITY

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Introduction

Purpose

The Florida Polytechnic University (Florida Poly) Comprehensive Emergency Management Plan (CEMP) is the master operations document governing Florida Poly's ability to respond to emergencies, and to catastrophic, major and minor disasters on all of their campuses and facilities. The CEMP is compliant with the National Incident Management System (NIMS), and incorporates the principles set forth in the Incident Command System (ICS). The CEMP describes the basic strategies, assumptions, roles, and responsibilities and operational objectives which will guide the Florida Poly community to be as prepared as possible for the hazards that will most likely occur. The CEMP is designed to protect lives and property through effective use of University, Local, Regional, State, and Federal resources. Since an emergency may be sudden and without warning, the CEMP is intended to be flexible in order to accommodate contingencies of various types and magnitudes. The Florida Poly CEMP is not intended to limit the use of good judgment and common sense in matters not foreseen or covered by the elements of this plan.

Scope

The CEMP outlines the preparation, response, and recovery actions of Florida Poly personnel and resources for all hazards that could negatively impact Florida Poly. The CEMP incorporates the use of the National Incident Management System (NIMS), as directed by Homeland Security Presidential Directive 5 (HSPD-5), to facilitate interagency coordination between responding agencies and is consistent with the Polk County CEMP, State of Florida CEMP, and The National Response Framework (NRF). Florida Poly continuously collaborates with local, state, and federal emergency response agencies in the development, implementation, and maintenance of the Florida Poly CEMP.

Florida Poly personnel and equipment will be utilized in accordance with the guidelines set forth in the CEMP to accomplish the following priorities in order of importance:

- Priority 1: Protection of Human Life
- Priority 2: Support of Health, Safety, and Basic Care Services
- Priority 3: Protection of Florida Poly assets
- Priority 4: Maintenance of Critical Florida Poly Services
- Priority 5: Assessment of Damages
- Priority 6: Restoration of Florida Poly Operations

The Florida Poly CEMP is designed to be flexible, adaptable, and scalable. It is always in effect and articulates the roles and responsibilities for Florida Poly personnel that have emergency management responsibilities.

Methodology

On April 30, 2007, Florida Governor Charlie Crist signed Executive Order 07-77, establishing the Gubernatorial Task Force for University Campus Safety. The goal of the task force was to develop recommendations and identify best practices that Florida colleges and universities could implement to make their campuses safer. The task force recommended that each university create an emergency management committee whose responsibility would include developing, reviewing and recommending areas of improvement to CEMP. In response to the above recommendation, Florida Poly created an Emergency Management Committee (EMC). The Florida Poly EMC is chaired by the University Chief of Police and is responsible for maintaining the CEMP, developing strategies to address new hazards as they are identified, and assisting in the coordination of training and exercises. Members of the Florida Poly EMC represent the following functional areas:

Academic Affairs	Business Affairs/Finance
Florida Poly Foundation	Health and Safety
University Police	Human Resources
Disability Services	Information Technology
Facilities	Public Relations
Student Affairs	Student Government Association

Authority

University-wide

The authorization from the Florida Poly Board of Trustees to the University President to prepare, maintain, and implement the CEMP can be found in the Emergency Management Policy.

The Florida Poly Board of Trustees authorizes the University President to prepare, maintain, and implement the CEMP. The University President shall designate emergency roles and responsibilities for designated positions.

The designation of specific roles and responsibilities from the University President in response to an emergency can be found in Procedure Emergency Procedures.

University Procedure delegates the authority to develop, maintain, and distribute the Florida Poly CEMP to the University Chief of Police.

The Florida Poly Board of Trustees authorizes the adoption of NIMS.

External

Polk County emergency management authority and support are governed by Polk County Code. The State of Florida emergency management authority and support are governed by Florida State Statute, Chapter 252.

The federal government is authorized to support the county and state governments in accordance with the Stafford Act and Title 44 of the Code of Federal Regulation.

Situation

Geographic Information

Florida Poly is located in Polk County in the center of the Florida peninsula. It has one main campuses on approximately 531 acres of land, with 5 buildings with approximately 280,000 feet of space, and a shared facility in the Lakeland Technology Building (LTB) on the campus of Polk State College located in unincorporated Polk County. Another facility that is owned and operated by the University is the Florida Industrial and Phosphate Research Institute (FIPR) which is located at 1855 W. Main Street Bartow, Florida 33830. Florida's low and flat topography coupled with its sub-tropical climate makes the University extremely vulnerable to hurricanes, severe weather, and other natural and man-made hazards.

Demographics

The University is an open/controlled-access, public institution of higher education. Florida Poly is the 12th University in the Florida University system began classes in August of 2014. The University has an enrollment of approximately 1300 students, comprised of both undergraduate and graduate students, and approximately 302 faculty and staff.

All Florida Poly owned, operated and controlled properties reside within Polk County.

City of Lakeland

The Main Campus resides at 4700 Research Way within the jurisdiction of the City of Lakeland. The University Police Department is the primary law enforcement agency for the Main Campus and Lakeland Police Department is secondary. The Lakeland Fire Department is the primary fire-rescue department for the Main Campus.

County of Polk

The Poly South shared facility at Polk State College resides within the jurisdiction of the Polk County. The Polk County Fire-Rescue and The Polk County Sheriff's Office are the primary emergency response agencies for the Poly South facility. The Florida Industrial and Phosphate Research Institute (FIPR) resides within the jurisdiction of the Bartow Police Department and Fire Department.

Assumptions

The Florida Poly CEMP is predicated on a realistic approach to the challenges likely to be encountered during a major emergency. Therefore, the following assumptions are made and should be used as general guidelines in an event:

- An emergency may occur at any time of the day, night, weekend, or holiday, and with little or no warning.
- The succession of events in an emergency are not predictable; hence, published response plans, such as the Florida Poly CEMP, should serve only as a guide and may require modifications in order to meet the requirements of a specific emergency.
- An emergency may be declared if information indicates that such conditions are developing or likely to develop.
- Since the majority of emergencies begin locally, emergencies impacting FLORIDA POLY may begin at the campus or learning center level.
- Major emergencies may become county or statewide. Therefore, it is necessary for Florida Poly to prepare for and carry out emergency response and short-term recovery operations in conjunction with local, state, and federal emergency response agencies.
- The magnitude of the emergency may be such that effective emergency response may be beyond the capability of Polk County and the municipalities and may require State or Federal assistance.
- Depending on the type and severity of the emergency, damage may be extensive to the Campus Control Center (CCC).
- Assistance from state and federal emergency response agencies may not be immediately available.

Hazard Analysis

Natural hazards, such as hurricanes, floods, tornadoes and wildfires, are a part of the world around us. Their occurrence is both natural and inevitable. In today's world, human-generated hazards such as technological incidents, deliberate acts of terrorism, or active shooter incidents are also legitimate and significant threats to life, safety, and property.

Florida Poly is vulnerable to a wide range of natural and human-generated hazards. These hazards threaten the safety of faculty, staff, students, and visitors and have the potential to damage or destroy University property, disrupt the operation of the University, and impact the overall quality of life of individuals who work and/or study within the boundaries of the University. The following chart highlights the hazards and their likely impact upon Florida Poly:

HAZARD

CATEGORY DEGREE OF RISK

NATURAL HAZARDS

	Probability	Impact	Spatial Extent	Warning Time	Duration
Hurricane & Tropical Storm	Likely	Critical	Large	More than 24 hours	More than 1 week
Tornado	Possible	Critical	Small	Less than 6 hours	Less than 6 hours
Severe Thunderstorm	Highly Likely	Minor	Small	Less than 6 hours	Less than 6 hours
Flood	Likely	Limited	Small	Less than 6 hours	Less than 1 week
Wildfire	Possible	Minor	Moderate	6 to 12 hours	Less than 1 week
Drought	Possible	Minor	Moderate	More than 24 hours	More than 1 week
Extreme Heat	Highly Likely	Minor	Negligible	More than 24 hours	Less than 1 week
Storm Surge	Unlikely	Minor	Small	More than 24 hours	Less than 24 hours
Sinkhole	Possible	Limited	Negligible	Less than 6 hours	Less than 6 hours
Earthquake	Unlikely	Critical	Negligible	Less than 6 hours	Less than 6 hours
Coastal/Ravine Erosion	Unlikely	Minor	Negligible	More than 24 hours	Less than 1 week
Landslide	Unlikely	Minor	Negligible	More than 24 hours	Less than 1 week

Technological/Manmade Hazards

Terrorism	Possible	Critical	Moderate	Less than 6 hours	Less than 6 hours
Epidemic and Pandemic/Disease	Likely	Critical	Moderate	More than 24 hours	More than 1 week
Haz Mat Incident	Possible	Limited	Small	Less than 6 hours	Less than 24 hours
Active Shooter	Possible	Critical	Small	Less than 6 hours	Less than 6 hours
Civil Disturbance	Possible	Limited	Small	More than 24 hours	Less than 24 hours
Transportation Accident	Possible	Limited	Small	Less than 6 hours	Less than 6 hours

Concept of Operations

Capabilities

Florida Poly has limited capabilities to respond to emergencies that could affect the University. Because of this, Florida Poly contracts with local law enforcement agencies and has existing relationships with municipalities where their campuses are located to provide first response support to the University.

Emergency Decision Making

The most critical steps in the emergency response process are incident identification and threat assessment. The Florida Poly CEMP assumes that most emergency incidents on campus are going to be identified by students, faculty, staff, or visitors. If students, faculty, staff, or visitors are involved in or witness an emergency, it is essential for them to immediately call 911. This notification is the first step in the activation of the Florida Poly CEMP and emergency response. The local 911 Dispatch (LPD) will dispatch the University Police to the incident scene. The first responding Police Officers are responsible for safely assessing the scene for threats, report known threats to other responding officers and confirm the emergency severity and type to 911 or first responders if appropriate.

Once the appropriate University personnel are notified of an incident, the threat assessment process begins. Personnel at the campus and the Incident Management Team (IMT) of the University must assess the emergency incident and any known threats to determine the appropriate level of response. The following elements should be used to assist in the threat assessment process:

1. Type of incident
2. Location of incident
3. Time of incident
4. Information received from local law enforcement and fire rescue agencies
5. Information received from University personnel on the scene
6. Information received from local, regional, state, and federal intelligence reports

Often there is a warning period as it relates to hurricanes and other incidents that may have a severe impact on the University. Polk County Emergency Operations Center (EOC) issues Flash reports when there is a hurricane that can potentially impact Polk County. The University Chief of Police will receive these Flash reports from the EOC and will disseminate them to the Incident Management Team (IMT).

Polk County is subject to other severe weather events other than hurricanes. Depending on the weather event that is expected, the emergency can range from a minor incident to a catastrophic incident. The level of readiness and ability to activate the Polk County EOC will depend on the severity of the type of incident that may be anticipated. An isolated weather event at a specific campus may activate the Florida Poly IMT.

Alerts and Notifications

Florida Poly Alerting System (FLORIDA POLY Alert)

To aid in the awareness of students, faculty, staff, and visitors, Florida Poly combines all of its emergency notification systems into a single-system concept called FLORIDA POLY ALERT. Regardless of which notification methods/technologies are utilized, all emergency notification and warning messages come from FLORIDA POLY ALERT.

Emergency Communication Methods

The FLORIDA POLY ALERT also known as MyPoly Alert emergency notification system consists of the following delivery methods. Florida Poly recognizes the following system as the standard by which all Emergency communications will be initiated.

1. Activation of the MyPoly Emergency Notification System:
 - Mass emails
 - Phone calls
 - Text messages
 - Social Media: Face book and Twitter

2. Web Page:
 - Home page banner
 - Intranet (Workplace) home page banner

3. Media Advisories will be issued through the Director of Marketing and Communications

Confirmation of the existence of an emergency event or threat

In most situations, the University Police Department and/or the law enforcement agencies assigned to the respective campuses are the ones who confirm, to the best of their ability, the existence of an emergency event or threat. Confirmation may also occur through other local emergency response entities (i.e. City/County Law Enforcement or Fire Rescue).

All emergencies on campus need to be communicated to, and coordinated through the Incident Management Team (IMT)

As soon as practical, and without jeopardizing life safety, all reasonable efforts will be made to ensure proper communication to the President, or his designee, regarding details of the emergency situation.

FLORIDA POLY Alert activation

In the event of an emergency, the following individuals should contact a trained FLORIDA POLY ALERT activator to send out an alert message:

- President
- Vice President (C.F.O.)
- Provost
- Student Affairs Vice Provost

Trained FLORIDA POLY Alert activators

The following individuals are trained and authorized to activate all FLORIDA POLY Alert delivery methods during a life-threatening emergency. As practical and without jeopardizing life safety, the Chief of Police is the primary person responsible for activating FLORIDA POLY Alert during an emergency. If he/she is not available or capable of activating the system, the following individuals are also able to send out messages via all FLORIDA POLY Alert methods:

- Chief of University Police or designee
- Director of Marketing and Communications
- Lakeland Police Telecommunications

As practical and without jeopardizing life safety, the following individuals shall be consulted prior to FLORIDA POLY Alert message dissemination:

- University President
- V.P./C.F.O.
- Vice Presidents
- Vice Provost of Student Affairs

Classifications and Types of Emergency Preparedness Messages

When an emergency event or threat occurs the following phases of communication are key:

- Emergency Notification and Alerting
 - An emergency notification to the University is made when an authorized individual has confirmed that an emergency situation actually poses, or may reasonably be expected to pose, an immediate threat to life safety or security of the University population.
- Emergency Follow Up/Status Update Notification
 - Follow-up/status updates to the University are sent after an initial notification message has been previously disseminated. These notifications are released when there is additional information or instructions for the University

population, such as changes in protective actions. The Director of Marketing and Communications is the primary person responsible for follow-up notifications, however if he/she is not available or capable, proceed down the list to the next available individual:

- University Police Chief or designee
 - Vice President/CFO
- All Clear/Recovery Information
 - An “All Clear” notification is disseminated and indicates that the emergency has been contained or effectively managed. “All Clear” messages should be timed so that messages do not overlap. “All Clear” notifications are authorized by the incident commander.
 - Recovery Information
 - “Recovery Information” is disseminated after an “All Clear” message has been given and contains further instructions or actions in preparation for a return to normal operations.

Prepared Messages

FLORIDA POLY ALERT prepared messages will be developed by the Continuity of Operations Planning Committee and have been reviewed by the Director of Marketing & Communications who acts as the Public Information Officer (PIO) and the University President. These prepared messages are eligible for immediate activation by an authorized user only if a Campus/University emergency falls within the prescribed parameters. Prepared Messages are accessible through MyPoly Alert.

Activation Decision

Incident Management Team (IMT)

If time and the situation permits, the IMT shall be notified of the event or potential for an event, prior to a General notification. The Emergency Response Committee will develop FLORIDA POLY-ALERT groups to help expedite the delivery of emergency messages.

General Populations

Emergency notifications will be sent without delay once a credible emergency event or threat has been confirmed, unless sending such a message will, in the professional judgment of the responsible University authorities, create a more serious emergency and/or compromise the University’s efforts to contain the emergency. The following criteria must be considered to determine if activation of any or all alert system components is warranted:

1. Hazard Characteristics

- What is the hazard?
- What is the impact to Florida Poly? (single building, single area on one campus, one campus, one center, regional event)
- Is the situation under control or active?
- What is the potential for the situation to worsen?

2. Life Safety / Property Protection

- What is the potential for death?
- What is the potential for serious injury?
- What is the potential for minor injury?
- What is the potential for damage to property and facilities?
- What is the potential for disruption to normal operations?

3. Urgency

- How soon does the message need to be sent? (minutes, hours)
- Is there time for approval?
- Delivery method capabilities
- Does the delivery method have the capability to deliver the appropriate message to the appropriate audience within the proper time frame?

Levels of Disaster

In responding to any emergency, it is important for University personnel to identify and classify the severity of the incident to ensure the appropriate resources are allocated and organizational structure is implemented in a timely fashion. There are three levels of emergency response:

- Minor Emergency
- Major Emergency
- Catastrophic Emergency

Due to the scenario and or situation, the intensity of the disaster may increase or decrease during the duration of the incident. The Incident Commander has to have an organizational structure in place to be able to escalate the response and deactivate the response at the appropriate time.

Minor Emergency

A minor emergency is defined as a localized incident with a limited threat to life/safety and no impact to normal campus/University operations. Response to a MINOR EMERGENCY is managed at the campus level with limited support from county resources. The Florida Poly CEMP is not activated for a minor emergency nor is the EOC, but certain sections can be used as standard operating guidelines to the extent necessary.

Major Emergency

A major emergency is defined as an incident that threatens life/safety and/or severely impacts normal campus/University operations. Response to a MAJOR EMERGENCY can be managed at the campus or county level and could require significant resources internal and external to Florida Poly. The Florida Poly CEMP is activated for a major emergency. Depending on scenario, the EOC may be partially or fully activated.

Catastrophic Emergency

A catastrophic emergency is defined as an incident that results in the catastrophic loss of life and/or closure of one or more campuses for an extended period of time. Response to a disaster is managed at the state and county level and requires mutual aid from external agencies. The Florida Poly CEMP and Florida Poly Continuity of Operations Plan (COOP) are fully activated for a catastrophic emergency. The county EOC is activated.

*****PROTECTIVE ACTIONS - additional first actions emergency guidance is available in each campus' Standard Operations Guide (SOG)*****

Shelter in Place

A shelter-in-place protective action may be issued in response to a hazardous materials spill/release, active shooter situation, or weather emergency. This protective action is aimed to keep students, faculty, staff, and visitors safe while remaining indoors. Shelter-in-place means selecting a secure, interior room if possible, with no or few windows, and taking refuge there. Students, faculty, staff, and visitors are required to immediately shelter-in-place in an orderly manner when directed by emergency response personnel or a FLORIDA POLY ALERTS message. Specific information regarding how to shelter-in-place properly can be accessed in the campus SOGs.

Evacuation

In each Campus SOG, the campuses should identify Areas of Refuge on all floors of each building. Whenever possible, these locations should be in approximately the same place on each floor, close to but not in a stairwell. These designated locations will allow for the swift evacuation of persons with disabilities by emergency personnel. These locations should have a closing door, a phone for communication, and supplies that enable the person(s) to block smoke from entering under the door. If possible, they also should have a window so that evacuees can signal their location. The location must be clearly identified on emergency evacuation plans, so that faculty, staff, students, visitors, and emergency personnel may easily locate them. Campuses should consult with the Florida Poly Chief of Police to identify possible Areas of Refuge based on the building configuration and construction.

One of the responsibilities of building managers is to ensure occupants have evacuated the area. In cases where the building manager identifies a person with a disability they should either escort the person to a designated Area of Refuge, escort the person from the building, or identify a

volunteer “buddy” who can assist the person. If the person with a disability is unable to evacuate with assistance, the building manager should immediately provide the name and location of the individual needing evacuation assistance to first responders. Building managers must always check designated Areas of Refuge, if safe to do so, before evacuating in order to provide complete and accurate information to first responders regarding the location of persons who will need evacuation assistance.

In circumstances where evacuation is not possible, and an Area of Refuge has not been identified, a person with a disability should shelter-in-place and inform the building manager and at least two other evacuees of their location. This information is to be provided immediately to first responders. If a telephone is available to the person with a disability sheltering-in-place, they should call security, police or the fire department to confirm their location and provide details regarding their current situation.

Each Campus is required to maintain any equipment to assist with the emergency evacuation of persons with disabilities, especially persons with mobility impairments who cannot use the stairs. This equipment should only be used in life threatening situations since it requires two or more trained personnel and can easily hurt someone if not used correctly. Similarly, individuals with mobility impairments should only be carried out of a building in case of a life threatening emergency. This presents a risk not only for the person with a disability, but also the “Good Samaritans” who have agreed to assist the individual.

Lockdown

Locking down the university is the process by which pedestrian and vehicular traffic is channeled to specific entry/exit points. The ability to lockdown Florida Poly or any of its campuses or parts of a campus, in the event of an emergency event which threatens the safety of students, employees, staff, and visitors and/or operations is of paramount importance.

A lockdown may be directed by University President or designee and the University Police Chief or designee. The President or designee and the University Chief of Police or designee has the authority to defer and/or deny access based upon his/her assessment of the situation. It is preferable that the determination be made with consultation of members of the Incident Management Team (IMT). However, in the event of a true emergency that requires immediate intervention, such as an active shooter, this action may be undertaken independently by the University Police Chief or designee. In this event, the Incident Commander will review the situation and his/her assessment with a member of the IMT.

A lockdown results in a serious disruption of the school day. It should be used only in the most serious circumstances. A lockdown is recommended at any time a weapon is observed or shots are fired, whether on campus, in a drive-by or in close proximity to any campus. Law enforcement agencies may order that your campus lockdown at its discretion. Depending upon the incident, the administrator may choose to hold all classes and announce that all instructors keep their students in their classrooms. The lockdown procedure is also referred to in different specific situations and is implemented in its entirety at that point.

It is strongly recommended that the announcement of a lockdown be communicated in clear language and without code words. This suggestion is made because there are many individuals on the campus, e.g., visitors, itinerant staff, parents, etc., who will not know the meaning of the code. Information regarding the location of the problem also should be given.

Possible Occasions for Lockdown

Event	Prevent Entry	Prevent Exit
Power failure	X	
Earthquake	X	
Flooding	X	
Fire	X	
Bomb threat	X	
Hostage event	X	
Civil disturbance	X	X
External Contamination	X	X
Active Shooter	X	X
Infant abduction	X	X
Child Abduction	X	X

Temporary Closure

A temporary closure protective action may be issued after an evacuation is ordered and it is determined that a building or campus is unsafe until further notice. A temporary closure may also be issued if a severe weather event such as a hurricane or severe tropical storm is likely to impact Polk County within a certain time frame. A temporary closure due to the likelihood of a severe weather impact is usually issued after consultation with Polk County Emergency Management or once Polk County has issued an evacuation order.

Temporary closure is aimed to keep students, faculty, staff, and visitors safe by keeping them out of the hazard area and away from emergency response operations. Temporary closure means all campus classes and functions are canceled until further notice. Only essential personnel should remain on campus unless they are ordered to leave by Campus Safety, Incident Management Team (IMT), or local emergency response agency personnel. Current information regarding the status of all Florida Poly campuses during an emergency can be accessed at www.flpoly.org. Closures should be reported to appropriate government entities.

Emergency Declaration

Declaring a Campus State of Emergency

The University President has the authority to declare a campus state of emergency. This declaration activates the Incident Management Team (IMT) with the authority to implement actions for the protection of life and property warranted by the scope, location, and/or magnitude of the emergency. If the President is unavailable, the Chief Financial Officer (C.F.O.) may declare a campus state of emergency and activate the IMT.

Once the President and/or the C.F.O. have been notified of a major emergency incident, they should assess the situation to determine if a campus state of emergency needs to be declared. The following questions should be asked to assist in assessing the situation:

- Are lives threatened?
- Is there significant property damage?
- Are standard campus operations departments able to manage the incident?
- Are significant local emergency response services needed (i.e. Fire Rescue, Law Enforcement, Emergency Medical Services, etc.)?
- Are immediate assistance and coordination needed from multiple District resources?
- Are campus operations and/or events severely impacted?

If a campus state of emergency is declared, the IMT is activated, the University President or his designee is responsible for the proper and expeditious handling of major campus emergencies according to the guidelines set forth in the CEMP. All personnel assigned to the IMT will come under the authority of the University President or his designee. University personnel not assigned a specific emergency management responsibility are required to take action as directed by the University President or his designee.

If the President and the C.F.O. are unavailable, the Provost of Academic Affairs can declare a campus state of emergency and activate the IMT. The Vice Provost of Student Affairs can designate a Campus Incident Commander until the University President or his/her designee is available to assume command.

Polk County Emergency Operations Center

The Polk County EOC will have the capacity to support the needed communication resources to respond to an emergency. The facilities designated to serve as an EOC will be maintained in a state of readiness for conversion and activation. The EOC serves as the centralized, well-supported location in which the appropriate staff will gather, check in, and assume their roles in the EOC. Response activities and work assignments will be planned, coordinated, and delegated from the EOC.

Polk County EOC Activation Levels

The EOC can be activated to any of the three levels depending on the nature of the incident.

The EOC Manager shall designate what level of activation is required in response to a given situation and shall ensure all steps for notification and operation are completed for that level of activation:

Level of Activation	Event/Situation Examples	Staffing
Level Three: Monitoring	Minor Emergency Tropical Storm Watch	Incident Commander Planning Section Chief
Level Two: Partial Activation	Incidents involving two or more University departments Tropical Storm Warning	Incident Commander Section Chiefs, Branch Directors, Unit Leaders as the situation warrants
Level One: Full Activation	Hurricane Warning, Incidents involving the entire District, high level profile visitations.	Incident Commander Section Chiefs, Branch Directors, Unit Leaders

Campus Emergency Response Kits

The Florida Poly Chief of Police is responsible to collaborate with the local emergency response agencies that serve and protect the University. Even though collaboration and communication are priorities to Florida Poly and its partners and every effort is taken to familiarize local emergency response personnel with each campus, the CEMP was developed under the assumption that some responders will be dispatched to a University emergency with limited knowledge about the campus layout. Therefore, the University Police is required to maintain an emergency response kit to be distributed to the local emergency response agencies during a declared emergency. A list of sample items to be included in a kit is listed in the SOGs.

Direction and Control

National Incident Management System (NIMS)

NIMS has been promulgated by the US Department of Homeland Security (DHS) to establish uniform, nationwide approach for response to emergencies and disasters. NIMS is a systematic proactive approach guiding all levels of government, 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 and property, and harm to the environment.

On July 28, 2014, Florida Poly Board of Trustees Adopted the U.S. Department of Homeland Security’s National Management System (NIMS) and the Incident Command System (ICS) by resolution. Florida Poly will use ICS in response to an emergency or in conjunction with planned events, such as commencement, visiting dignitaries, etc.

NIMS consists of the following components:

- Incident Command System
- Preparedness
- Communications and Information Management
- Resource Management
- Command and Management
- Ongoing Management and Maintenance

Incident Command System

The Incident Command System (ICS) is a component of the National Incident Management System (NIMS). ICS is recognized as a model for the command, control, and coordination of resources and personnel in response to and recovery from emergencies. Florida Poly adopted the use of ICS by BOT resolution. Florida Poly will use the Incident Command System (ICS) in response to a campus emergency.

The Incident Command System can expand or contract as a result of the size and severity of the incident. A minor or major incident involving only one campus may be managed at the campus level using a basic ICS. However, depending on the severity of the incident and if more than one campus or district entity is involved a Complex ICS organizational structure, known as Area Command, may be implemented, and the county EOC will be activated and will serve as an Area Command.

The Florida Poly CEMP assumes that all emergencies will start at the campus or center level and will follow the premise that incidents are managed at the local level first. Each Campus Incident Command will implement the basic ICS structure during a minor and some major events. Depending on the type and severity of the emergency and how many campuses are impacted, Area Command may be established.

Components of ICS

ICS is comprised of an Incident Commander, Command Staff, and General Staff that implement decision making and incident action plan development and execution. The Policy Group, a component of the Command Staff, is comprised of University Executives and Senior Staff and would only be established at the University level. The Command Staff consists of the Public Information Officer, Liaison Officer, Safety Officer, and other Command Staff as appropriate. The General Staff is comprised of the following section chiefs: Operations, Planning, Logistics, and Finance and Administration. Collectively, The Incident Commander, Command Staff, Policy Group, and General Staff are called an Incident Management Team (IMT).

Incident Commander (IC) is responsible for all incident activities, including the development of strategies and tactics and the ordering and release of resources. The IC has the overall authority and responsibility for conducting incident operations and is responsible for the management of

all incident operations at the incident site.

Policy Group

Policy Group sets policy, establishes the mission to be accomplished, and shapes the overall strategic direction. They do not direct incident objectives and tactics.

Command Staff

Command Staff reports to the Incident Commander (IC) and implements the policies established by the Policy Group.

Public Information Officer (PIO) interfaces with public and media and/or with other agencies with incident-related information requirements.

Safety Officer (SO) is responsible for monitoring incident operations and advising the Incident Commander on all matters relating to operational safety.

Liaison Officer (LO) is responsible for coordinating with the representatives of cooperating and assisting agencies/organizations.

General Staff

Operations Section is responsible for the management of all operations directly applicable to the mission, as well as primary incident objectives and implementation of the Incident Action Plan (IAP).

Planning Section is responsible for the collection, evaluation, and dissemination of operational information related to the incident and for the preparation and documentation of the Incident Action Plan. This Section also maintains information on the current and forecasted situation and on the status of resources assigned to the incident.

Logistics Section is responsible for providing facilities, services, and material support for the incident.

Finance and Administrative Section is responsible for the organization, management, and operation of activities related to the administrative and fiscal aspects of the event. These activities are administered within the guidelines, policies, and constraints of Incident Command and Florida Poly.

Features of Incident Command System (ICS)

- **Common Terminology:** Establishes common terminology to ensure that everyone is communicating in the same way among the different campuses, but also ensures that the personnel on the campus can communicate with outside agencies and organizations all using the same terms with the same meanings.

- **Modular Organization:** The ICS is developed in a modular fashion that is based on the size and complexity of the incident. The system is designed to expand or contract as appropriate.
- **Management by Objective:** The management by objectives is communicated throughout the entire ICS organization and includes: establishing objectives and strategies; developing and issuing assignments, plans, and procedures; establishing measurable tactics; and documenting results to facilitate corrective action.
- **Incident Action Planning:** The Incident Action Plans (IAPs) provide a coherent means of communicating the overall incident objectives in the context of both operational and support activities.
- **Manageable Span of Control:** Span of control is essential to effective and efficient incident management. Within ICS, the span of control of any individual with incident management supervisory responsibility should range from three to seven subordinates with the optimum being five.
- **Incident Locations and Facilities:** Various types of operational support facilities may be established in the vicinity of an incident, depending on the size and complexity, to accomplish a variety of purposes. Examples of designated facilities include but are not limited to the incident command post, staging areas, and mass casualty triage areas.
- **Comprehensive Resource Management:** Maintaining an accurate and up-to-date picture of resource utilization is a critical component of incident management. Resources are defined as personnel, teams, equipment, supplies, and facilities available.
- **Integrated Communications:** Incident communications are facilitated through the development and use of a common communications plan and interoperable communications process and architectures.
- **Establishment and Transfer of Command:** The command function must be clearly established from the beginning of incident operations. When command is transferred, the process must include a briefing and captures all essential information for continuing safe and effective operation.
- **Chain of Command and Unity of Command:** Chain of Command refers to the orderly line of authority within the ranks of the incident management organization. Unity of Command is the concept by which each person within an organization reports to one and only on designated person. The purpose of unity of command is to ensure unity of effort under one responsible commander for each objective. These principles clarify reporting relationships and eliminate confusion caused by multiple, conflicting directives. Incident managers at all levels must be able to direct the actions of all personnel under their supervision.

- **Accountability:** Effective accountability of all personnel and resources during the incident operations is essential.
- **Dispatch and Deployment:** University personnel and resources should respond only when requested or dispatched by an appropriate authority.
- **Information and Intelligence Management:** If the University Incident Management organization has the ability to gather, analyze and assess related information and intelligence, they must establish a process to do so and share that information with appropriate agency(s).

Roles and Responsibilities

University Level

University President

General Emergency Management Responsibilities:

- Ensure the ongoing mission of Florida Poly.
- Promulgate the Florida Poly CEMP under his/her authority.
- Approve all policies and procedures related to the safety and security of the University community.

Emergency Response Role:

- The University President has the authority to declare a University state of emergency.
- This declaration activates the Incident Management Team (IMT) and authorizes the University Chief of Police to assume the role of Incident Commander.
- If the University Chief of Police is unavailable, the Deputy Chief of Police must either assume the role of Incident Commander or reassign command to an equally capable, credentialed, and qualified person.
- All decisions concerning the cessation of University-wide functions or operations remain with the University President if available.
- If the University President is unavailable, the C.F.O. is authorized to assume this role.
- Identifies as a member of the Policy Group.

Chief Financial Officer (C.F.O.)

General Emergency Management Responsibilities:

- The C.F.O. has the authority to assign members from the University's operational departments with emergency management roles and responsibilities in support of the FLORIDA POLY CEMP and other emergency preparedness initiatives.

Emergency Response Role:

- If the University President is unavailable, the C.F.O. may declare a University state of emergency and activate the IMT.
- During a declared University state of emergency, the C.F.O. serves as a member of the Policy Group.

University Provost and Vice Provost for Academic Affairs

General Emergency Management Responsibilities:

- The University Provost and Vice Provost for Academic Affairs has the authority to assign members from the University's academic areas with emergency management roles and responsibilities in support of the FLORIDA POLY CEMP and other emergency preparedness initiatives.
- The University Provost and Vice Provost for Academic Affairs reports to the University President.

Emergency Response Roles:

- If the University President and the C.F.O. are unavailable, the University Provost and Vice Provost for Academic Affairs may declare a University state of emergency and activate the IMT.
- During a declared University state of emergency, University Provost and Vice Provost for Academic Affairs serves as a member of the Policy Group.

Director of Facilities

General Emergency Management Responsibilities:

- The Director of Facilities and Assistant Director is responsible for the overall planning, operation, and evaluation of university operations. The Director of Facilities and Assistant Director manages, procurement, supplier relations & diversity, risk management, safety, auxiliary services (bookstores, food service, and print shop), and university-wide sustainability.
- The Facilities Director and Assistant Director has the authority to assign members from his/her department with emergency management roles and responsibilities in support of the Florida Poly CEMP and other emergency preparedness initiatives.
- The Director of Facilities and the Assistant Director reports to the C.F.O.

Emergency Responsibilities:

- During a declared University state of emergency, the Director of Facilities or Assistant Director serves as the Operations Chief.

University Chief of Police

General Emergency Management Responsibilities:

- The Chief is responsible for the overall management of the University's emergency management functions, including the development, implementation, and maintenance of the Florida Poly CEMP.
- The Chief is the University's representative on the Tampa Bay Domestic Security Task Force (TBRDSTF) and collaborates with all local, state, and federal emergency response agencies which serve and protect Florida Poly.
- The Chief reports to the C.F.O.

Emergency Response Role:

- The Chief or designee is responsible for notifying the appropriate University personnel of a major campus emergency in accordance with University Emergency Procedures.
- If the Director of Marketing & Communications is unavailable, the Chief or designee is authorized to activate the University's emergency notification resources and to alert the general University community of a major emergency.
- If a campus state of emergency is declared, the Chief or designee will assist the impacted campus by coordinating any support needed by other University resources.

Director of Marketing & Communications

General Emergency Management Responsibilities:

- The Director of Marketing & Communications or designee is responsible for the University's activities relating to external and internal communications.
- The Director of Marketing & Communications or designee is the University's point of contact with all media agencies.
- The Director of Marketing & Communications or designee is responsible for assisting the IMT with informing the University community about the FLORIDA POLY CEMP and other emergency preparedness initiatives.
- The Director of Marketing & Communications or designee reports to the University President.

Emergency Response Role:

- The Director of Marketing & Communications or designee is the primary University official responsible for updating the University's emergency notification resources and updating the general University community of a major emergency.
- If a campus state of emergency is declared, the Director of Marketing & Communications or designee will assist the impacted campus by providing media relations support.
- If a University state of emergency is declared, the Director of Marketing & Communications or designee will serve as the Public Information Officer (PIO) on the IMT.

Vice President/Chief Financial Officer (C.F.O.) acting Chief Information Officer (C.I.O.)

General Emergency Management Responsibilities:

- The Vice President for Information Technology serves as the Florida Poly Chief Information Officer (CIO) and provides the vision and leadership for evaluation of short and long range goals for all instructional and administrative technology needs of the University. The Department of Information Technology consists of Instructional Technology, Computer Services, Computer Operations & Technical Services, Telecommunications, and Network & Internet Services.
- The Vice President for Information Technology has the authority to assign members from his/her department with emergency management roles and responsibilities in support of the Florida Poly CEMP and other emergency preparedness initiatives.

Emergency Response Role:

- During a declared emergency serves as the Leader of the Information Technology Unit.

Director of Finance and Planning

General Emergency Management Responsibilities:

- The Director of Finance & Planning maintains overall administrative and fiduciary responsibility for general institutional services and management of financial activities. The Finance Department consists of Budget, Accounting, Purchasing, Payroll, and Risk Management.
- The Director of Finance & Planning has the authority to assign members from his/her department with emergency management roles and responsibilities in support of the FLORIDA POLY CEMP and other emergency preparedness initiatives.
- The Executive Director of Finance & Planning reports to the C.F.O.

Emergency Response Role:

- During a declared University state of emergency, the Director of Finance & Planning serves as the Finance and Administrative Section Chief.

Human Resources Director

General Emergency Management Responsibilities:

- The Human Resources Director is responsible for directing all Human Resources related activities for the University. The Department of Human Resources and Equity consists of Benefits, Compensation, Employee Relations, Staffing, and Compliance.
- The Human Resources Director has the authority to assign members from his/her

department with emergency management roles and responsibilities in support of the FLORIDA POLY CEMP and other emergency preparedness initiatives.

- The Human Resources Director reports to the C.F.O.

Emergency Response Role:

- During a declared University state of emergency, the Human Resources Director serves as the Leader of the Human Resource Unit.

Faculty and Staff

General Emergency Management Responsibilities:

- Faculty and staff are seen as leaders on their campus and must be prepared to direct students, visitors, and colleagues to safe locations in the event of an emergency.
- Faculty and staff are responsible for being familiar with applicable emergency plans, procedures, and evacuation routes for their assigned work locations.
- Faculty and staff are also responsible for maintaining their updated contact information for FLORIDA POLY ALERT to maximize the University's capability to notify them of a life threatening emergency and issue appropriate protective actions. Information regarding FLORIDA POLY ALERT is accessible through (www.MyPoly.org).
- In addition to the items listed above, all faculty members are encouraged to include the following public safety and emergency preparedness information in their course syllabus and review this information with their students at the beginning of each term:
 - Phone Number of the University Police Department
 - How to dial 911 from a Campus Phone
 - Location of classroom evacuation map
 - Information on what to do in an emergency

Emergency Response Role:

- If faculty and staff who are involved in or witness a life-threatening emergency, they are required to immediately call 911 and, if practical and without jeopardizing life safety, the University Police Department. Faculty and staff must be prepared to assess emergency situations quickly and thoroughly, as well as use common sense in determining how to take any issued protective actions.
- During a declared state of emergency, faculty and staff who are not assigned a specific emergency management responsibility are required to take action as directed by the Campus IMT.

Students

General Emergency Management Responsibilities:

- Students are responsible for maintaining their updated contact information for Florida

Poly Alerts to maximize the University's capability to notify them of a life threatening emergency and to issue appropriate protective actions. Information regarding FLORIDA POLY ALERT is accessible through (www.flpoly.org).

- If students are involved in or witness a life-threatening emergency, they are required to immediately call 911 and, if practical and without jeopardizing life safety, University Police Department.
- Students must be prepared to assess emergency situations quickly and thoroughly, as well as use common sense in determining how to take any issued protective actions.
- Students are required to take protective actions in an orderly manner when directed by faculty, staff, emergency response personnel, and/or a FLORIDA POLY ALERT message.

Local Level

Polk County

The Polk County Emergency Operations Center (EOC) is responsible for coordinating all countywide emergency management efforts and the response to a declared county emergency. The EOC prepares and implements the county CEMP and conducts exercises to test county and municipal emergency response capabilities. The county mayor has the authority, under the Polk County Code, to declare a county emergency, activate the Emergency Operations Center (EOC), and allocate the resources necessary to protect lives and property. The Polk County EOC is the facility in which all emergency and disaster preparations, response, and recovery activities are coordinated among participating agencies residing within the County's jurisdiction.

Regional Level

Regional Domestic Security Task Force

The State of Florida has taken a regional approach in the fight against terrorism and preparation for catastrophic disasters. The State is divided into seven Regional Domestic Security Task Forces (RDSTF). Each task force is made up of the local, state, and federal emergency response agencies that serve and protect the communities within the defined region. The Tampa Bay Regional Domestic Security Task Force (TBRDSTF) encompasses Polk, Hillsborough, Hardee, Pinellas, Pasco, Hernando, Citrus and Sumter counties. The task force is broken down into functional workgroups that meet regularly and discuss ways to update/sustain equipment, train personnel, increase public awareness, and establish protocols for response to a terrorist incident under a unified command. The University Chief of Police is Florida Poly's representative on the Emergency Management and Campus Security workgroups. Florida Poly's ongoing participation in the TBRDSTF is instrumental in applying for homeland security grants, planning of regional exercises, and ensuring the consistency of the Florida Poly's CEMP with other local and state response plans.

State Level

Florida Division of Emergency Management

The Florida Division of Emergency Management (FDEM) is responsible for the coordination of all

statewide emergency management efforts. FDEM prepares and implements the State of Florida CEMP and conducts exercises to test state and county emergency response capabilities. The Governor has the authority to issue an Executive Order declaring a Florida state of emergency and activating the State's emergency response resources. During a declared Florida emergency, FDEM is authorized to support the local response efforts through the activation of the State CEMP and EOC. If the Governor is not able to issue an Executive Order due to time constraints, the Director of FDEM is authorized to activate the State CEMP and immediately initiate emergency response actions. The Region 4 FDEM Coordinator is responsible for coordinating FDEM initiatives with the Florida Poly Chief of Police.

Florida Department of Law Enforcement

The Florida Department of Law Enforcement (FDLE) was created to promote public safety and strengthen domestic security by providing services in partnership with local, state, and federal criminal justice agencies to prevent, to investigate, and to solve crimes while protecting Florida's citizens and visitors. Through its seven Regional Operations Centers (ROC), fourteen field offices, and seven crime laboratories, FDLE delivers investigative, forensic, and information system services to Florida's criminal justice community. FDLE is responsible for coordinating the seven RDSTFs and the State of Florida Domestic Security Oversight Committee (DSOC). The Region 4 FDLE Special Agent Supervisor is responsible for coordinating FDLE and DSOC homeland security and emergency management initiatives with the Florida Poly Chief of Police.

Florida Department of Education

The Florida Department of Education (FDOE) governs public education for the State of Florida. The State's universities are governed locally by a board of trustees and coordinated statewide under the State Board of Education. FLORIDA POLY has become a four-year university, but is currently still part of the Florida University System, which consists of 28 community and state universities from across Florida. The Chancellor of Florida Universities is the chief executive officer of the system and supports the member universities on statewide education initiatives. The Assistant Chancellor of Florida Universities is responsible to assist FDEM and FDLE with all statewide emergency management efforts that impact the Florida University System. The Assistant Chancellor of Florida Universities is also responsible for coordinating FDOE emergency management initiatives with the Florida Poly Chief of Police.

Mutual Aid

Polk County is a signatory of the Florida Statewide Mutual Aid Agreement. The Statewide Mutual Aid Agreement (SMAA) is an agreement between state and local entities to leverage limited resources and assist each other during a major disaster. The SMAA streamlines the assistance process within the State of Florida when resources are needed most. The agreement provides Florida Poly a mechanism to request critical resources needed to restore university operations after a disaster. The SMAA also provides access to assistance from the Federal government and other states via the Robert T. Stafford Disaster Relief and Emergency Assistance Act and Emergency Management Assistance Compact. Florida Poly can also invoke assistance under the SMAA when the University needs assistance from a participating agency during a minor

emergency and does not have an existing mutual aid agreement with them.

The University Chief of Police is responsible for maintaining proper information with Polk County Emergency Management. The Chief of Police is the primary university official authorized to coordinate Florida Poly resources in accordance with the SMAA through the Polk County EOC. The University Deputy Chief of Police will serve as the University Chief of Police backup for mutual aid requests. All requests for mutual aid must be approved by the University President or his/her designee.

Preparedness

Planning

The Florida Poly Continuity of Operations (C.O.O.P.) Committee is actively involved in the plan review process. This includes: reviewing, updating, and enhancing on an annual basis in accordance with newly implemented laws or regulations and the lessons learned after emergency preparedness exercises or real-life emergency incidents. The committee consults other members of the FLORIDA POLY community as needed for additional input.

Emergency preparedness and the planning process are the responsibility of the entire University community. The latest version of the CEMP's BASIC PLAN is accessible on the emergency management portal of the Florida Poly Public Safety & Police website at www.flpoly.org

Training

Training is a critical component of Florida Poly's preparedness actions. The Florida Poly Chief of Police is responsible for identifying University personnel who need to receive training based on their roles and responsibilities in the overall preparedness for, management of, and response to a university emergency.

The following depicts positions representing the above groups. Not all of these positions may be filled during activation. It will be incumbent upon the Incident Commander and Policy Group which positions are filled.

Required Training for University Personnel

Course #	Course Title	University Staff with Emergency Assignments
IS* 100 or 100HE	An Introduction to ICS for Higher Education	X
IS* 200.a	ICS for Single Resources and Initial Action Incidents	X
ICS 300**	Intermediate ICS for Expanding Incidents	

ICS 400**	Advanced Incident Command	
IS* 700.a	An Introduction to NIMS	X
IS* 800.b	An Introduction to the National Response Framework (NRF)	
IS* 908	Emergency Management for Senior Officials	

*Online course

** Instructor led course

Any person assigned as either a district level or campus level Incident Commander should complete the NIMS Incident Command System (ICS) Position Specific All-Hazards Incident Commander Course (L-950) as well as the Emergency Management Institute (EMI) Independent Study Program (ISP) Professional Development Series (PDS). Additionally, any person assigned to a Command Staff or General Staff leadership position should complete additional training over and above the minimum mandatory level of training as determined by the DDSSEP.

The Florida Poly Chief of Police is required to forward all information regarding mandatory trainings taken by University personnel to Human Resources. Human Resource is required to maintain a database of all mandatory trainings taken by University personnel and, with assistance from the Chief of Police, ensure the Florida Poly training program is compliant with current state and federal regulations. The University Chief of Police is responsible for collaborating with all local and state emergency response agencies to identify additional training opportunities that can benefit Florida Poly personnel.

The University Chief of Police is responsible for ensuring that all essential personnel receive annual training on the Florida Poly CEMP.

Exercising

The Florida Poly University Chief of Police is responsible for the development, implementation, and maintenance of a yearly exercise schedule to test and evaluate the CEMP. At a minimum, Florida Poly must participate in the Statewide Hurricane Exercise. The University Chief of Police will analyze the academic calendar to determine the best times to conduct the specified exercises and work with the Florida Division of Emergency Management to finalize the schedule with each functional area to ensure the least impact to normal University operations and the adequate involvement of faculty, staff, and students. The University Chief of Police will attempt to hold exercises in conjunction with the local, state, and federal emergency response agencies that serve and protect Florida Poly to avoid duplication of efforts and enhance collaboration. All exercises are required to be conducted in accordance with the Homeland Security Exercise and Evaluation Program (HSEEP). Lessons learned from completed exercises will be documented in an After Action Report (AAR) and an Improvement Plan (IP) will be created to identify areas for improvement.

Special Needs Registry

Florida Poly will create a voluntary online registry for Persons with Disabilities to assist with the identification of individuals who might need assistance during a University emergency. At least once per semester, the University's Coordinator of Disability Services will email all students and employees regarding the emergency preparedness resources that are available for persons with disabilities. The email will also direct employees and students with permanent or temporary disabilities the opportunity to voluntarily identify themselves via the online registry. Supervisors are directed to ask employees with known disabilities if they will require assistance in the event of an emergency and to ensure they are aware of the resources available to them. The Disability Services Department is responsible to notify students with disabilities the availability of the emergency preparedness resources and assist them to sign-up via the online registry if they choose to do so.

Florida Poly will only use the information contained within the Persons with Disabilities Registry for the sole purpose of identifying those who may require additional assistance during an emergency and where they are primarily located on campus. The Police will only be authorized to pull a list from the Registry of Persons with Disabilities during a declared emergency. The registry will contain the name, student/employee number, location, type of assistance requested, and emergency contact information for the individuals who are known to be on campus at the time the report is pulled.

The Persons with Disabilities Registry will be linked to employee records and student class schedules. The University Police will be responsible for contacting only the persons with disabilities who are known to be on campus at the time of the emergency incident. All information on the Persons with Disabilities Registry will be kept confidential. However, a local emergency response agency may be informed, when appropriate, if an individual with a disability requires immediate emergency medical treatment or if the assistance requested is outside the capabilities of the University Police.

Glossary

Activation	When the Comprehensive Emergency Management Plan has been implemented whether in whole or in part. Also, applies to activating the Emergency Operations Center(s).
After-Action Report (AAR)	A method of identifying and tracking correction of important problems and carrying out best work practices in an operation or exercise after it has been completed. An AAR may be structured to contain statements of lessons learned and recommended changes in plans, training, and resources.
Allocated Resources	Resources dispatched to an incident.
Applicant	A State agency, local government, Indian Tribe, Alaskan Native tribal government, or eligible Private Nonprofit Organization who submits a request for disaster assistance under the State’s disaster declaration.
Assigned Resources	Resources checked in and assigned to a mission on an incident.
Authorized Requestor (Florida Poly)	An individual within Florida Poly authorized to request goods and services in order to save lives, protect property and support response operations.
Bioterrorism	The use or threatened use of biological agents to achieve political, religious, ideological or social goals.
Casualty Collection Point (CCP)	Temporary location established to triage the casualties, prepare and prioritize them for transportation to a definitive care facility.
Catastrophic Disaster	An event that results in large numbers of deaths and injuries; causes extensive damage or destruction of facilities that provide and sustain human needs; produces an overwhelming demand on State and local response resources and mechanisms; causes a severe long-term effect on general economic activity; and severely affects State, local, and private sector capabilities to begin and sustain response activities.

Checklist	Written (or computerized) enumeration of actions to be taken by an individual or department meant to aid memory rather than provide detailed instruction.
Chief	The ICS title for individuals responsible for one of the functional Sections: Operations, Planning, Logistics, or Finance/Administration.
Command	The act of directing and/or controlling resources by virtue of explicit legal, agency, or delegated authority. The term may also refer to the Incident Commander.
Comprehensive Emergency Management Plan (CEMP)	Plan that provides an all-hazards approach to the management of disasters or emergency situations. A CEMP contains policies, authorities, and concept of operations, legal constraints, responsibilities, and emergency functions to be performed. Agency and departmental response plans, responder Standard Operating Procedures (SOPs), and specific incident action plans are developed from this strategic document.
Consequence Management	Measures to protect public health and safety; restore essential services; and provide emergency relief to business and individuals affected by the consequences of a crisis, such as an act of terrorism.
Continuity of Operations Plan (COOP)	A plan that documents the internal procedures of an agency or other entity, public or private, to assure continuance of its minimum essential functions across a wide range of potential emergencies, to include localized acts of nature, accidents, technological and/or attack-related emergencies.
Credentialing [Polk County]	The process where an individual who is recommended to work in the Polk County Emergency Operations Center (EOC) meets the requirements in the Credentialing Policy to work in the EOC.
Crisis Management	Measures to identify, acquire, and plan the use of resources needed to anticipate, prevent, and/or resolve a crisis or an act of terrorism.
Damage Assessment	The process used to appraise or determine the number of injuries and deaths, damage to public and private property, and the status of key facilities and services such as hospitals and other health care facilities, fire and police stations, communications networks, water and sanitation systems, utilities, and transportation networks resulting from a human-generated or natural disaster.

Debris	Scattered items and materials broken, destroyed, or displaced by a natural or human-generated disaster. Examples include trees and other vegetative material, construction and demolition material, and personal property.
Debris Clearance	Clearing the major road arteries by pushing debris to the roadside to accommodate emergency traffic.
Debris Removal	Picking up debris and taking it to a temporary storage site or permanent landfill.
Declaration	The formal action by the President to make a State eligible for major disaster or emergency assistance under the Robert T. Stafford Relief and Emergency Assistance Act, Public Law 93-288, as amended.
Decontamination	A physical and/or chemical process to minimize the spread of contaminants. Such contaminants may be associated with persons, animals, equipment, land, structures or commodities.
Demobilization	The process of standing down essential staff from a response status and releasing and returning of resources that is no longer required for the support of the incident/event.
Demobilization Unit	Functional Unit within the Planning Section responsible for assuring orderly, safe, and efficient demobilization of incident resources.
Department of Homeland Security (DHS)	A Federal agency, of which FEMA is a part that is charged with ensuring the safety of the United States and its population. DHS is a cabinet level agency of the U.S. Government. The Secretary of DHS is in the top tier of the several members of the President's cabinet, along with the Secretary of State, the Secretary of the Treasury, the Secretary of Defense, and the Attorney General.
Destroyed	A classification for an item or building that is a total loss or is damaged to the extent that it is not usable and not economically repairable. Used by FEMA in damage assessments.
Director	The ICS title for individuals responsible for supervision of a Branch.

Disaster	Any occurrence of widespread or severe damage, injury, or loss of life or property resulting from a natural, technological, or manmade incident, including but not limited to earthquake, explosion, fire, flood, high water, hostile actions, hurricanes, landslide, mudslide, storms, tidal wave, tornado, wind-driven water, or other disasters. An event in which a community or organization undergoes severe danger and incurs, or is threatened to incur, such losses to persons and/or property that the resources available are exceeded.
Disaster Behavioral Health	Mental health services that take into consideration the unique aspects of trauma by natural or human-caused disaster. Outreach is often necessary to deliver services to those who are in need. Communities affected by presidentially declared disasters may receive immediate, short-term crisis counseling, as well as ongoing support for emotional recovery.
Documentation Unit	Functional Unit within the Planning Section responsible for collecting, recording, and safeguarding all documents relevant to the incident.
EM Constellation	A web based application hosted by the Florida Department of Emergency Management (FDEM) which is the primary platform for implementing resource requests between the State and local jurisdictions.
Emergency	An unexpected situation or event, which places life and/or property in danger and requires an immediate response to protect life and property. Examples of an emergency may include fires; explosions; chemical, biological, environmental, and radiation incidents; bomb threats; civil disturbances; medical emergencies; natural disasters; structural failures; and accidental or human-generated disasters. Any aircraft crash, hurricane, tornado, storm, flood, high water, wind-driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, drought, fire, explosion, or other catastrophe which requires emergency assistance to save lives and protect public health and safety or to avert or lessen the threat of a major disaster.

Emergency Management	The preparation for and carrying out of all emergency functions, other than military functions, to minimize injury and to repair damage resulting from disasters caused by fire, flood, storm, earthquake, or other natural causes, or by technological events, or by enemy attack, sabotage, or other hostile action, and to provide support for rescue operations for persons and property in distress and for humanitarian aid. Emergency management includes mitigation against, preparedness for, response to, and recovery from disasters or emergencies.
Emergency Operations Center (EOC)	A pre-defined physical location from which management officials exercise direction and control in an emergency or disaster. It is equipped and staffed to provide support in coordinating and guiding emergency/disaster operations. EOCs are activated on an as-needed basis. Can be internal or external to a facility, with a secondary site defined in case the primary site is rendered unusable.
Emergency Response Team Advance Element	For Federal disaster response and recovery activities under the Stafford Act, the portion of the ERT that is first deployed to the field to respond to a disaster incident. The ERT-A is the nucleus of the full ERT.
Emergency Response Team (ERT)	An interagency team, consisting of the lead representative from each Federal department or agency assigned primary responsibility for an ESF and key members of the FCO's staff, formed to assist the FCO in carrying out his/her coordination responsibilities. The ERT may be expanded by the FCO to include designated representatives of other Federal departments and agencies as needed. The ERT usually consists of regional-level staff.
Emergency, State of	A condition during which special precautions/actions will be necessary in order to adequately safeguard property and the health and lives of people within a community or organization.
Evacuation	Organized, phased, and supervised dispersal or removal of people from dangerous or potentially dangerous areas, and their reception and care in safe areas.
Evacuees	All persons removed or moving from areas threatened or struck by a disaster.

Exercise	A simulated emergency condition involving planning, preparation, and execution; carried out for the purpose of testing, evaluating, planning, developing, training, and/or demonstrating emergency management systems and individual components and capabilities, to identify areas of strength and weakness for improvement of an emergency plan such as the CEMP.
Facility	Any publicly or privately owned building, works, system, or equipment, built or manufactured, or an improved and maintained natural feature. Land used for agricultural purposes is not a facility.
Federal Emergency Management Agency (FEMA)	FEMA plays a multi-faceted central role in the national disaster program in terms of preparedness, response, recovery and mitigation by federal, state and local governments, commerce and industry, individuals and families, and non-governmental organizations. FEMA leads the effort to prepare the nation for all hazards and effectively manage federal response and recovery efforts following any national incident. FEMA also initiates proactive mitigation activities, trains first responders, and manages the Citizen Corps, the National Flood Insurance Program and the U.S. Fire Administration. FEMA is a part of the Directorate of Emergency Preparedness and Response (EPR, q.v.) which, in turn, is a major component of the Department of Homeland Security (DHS, q.v.).
Finance/Administration Section	The Section responsible for all incident costs, financial considerations and employee welfare. Includes the Cost Unit, Compensation/Claims Unit, Time Unit, and Employee Welfare Unit.
Flood	A general and temporary condition of partial or complete inundation of normally dry land areas from overflow of inland or tidal waters, unusual or rapid accumulation or runoff of surface waters, or mudslides/mudflows caused by accumulation of water.
Floodplain	A land area that is susceptible to being inundated by water from any source.
Floodplain Management	The operation of a program of corrective and preventative measures for reducing flood damage, including, but not limited to, emergency preparedness plans, flood control works, and floodplain management regulations.

General Population Shelter	<p>Any private or public facility that provides contingency congregate refuge to evacuees, but that day-to-day serves a non-refuge function. Examples include: schools, stadiums, community centers, and churches. Also known as a “Congregate” or “Mass Care” shelters.</p>
Geographic Information System (GIS)	<p>A computer-based system for capture, storage, retrieval, analysis and display of data that is linked to a location. GIS hardware and software provide the ability to analyze and present data in the form of maps and data reports. Specifically, GIS products support situation reporting, damage prediction, estimation and assessment, resource management, information exchange, situation analyses and operating center displays.</p>
Global Positioning System (GPS)	<p>GPS is a worldwide radio-navigation system formed from a constellation of 24 satellites and their ground stations. The satellites are reference points to calculate positions accurate to a matter of meters. By using advanced forms of GPS, measurements are better than a centimeter. In effect, each square meter on the planet has a unique address.</p>
Hazard	<p>A situation or condition that presents the potential for causing damage to life, property, and/or the environment. An event or physical condition that has the potential to cause fatalities, injuries, property damage, infrastructure damage, agricultural loss, damage to the environment, interruption of business, or other types of harm or loss. May be biological, chemical, or physical agents capable of causing adverse health effects or property damage given a particular environment or location.</p>
Hazard Mitigation	<p>Any action taken to reduce or eliminate the long-term risk to human life and property from hazards. The term is sometimes used in a stricter sense to mean cost-effective measures to reduce the potential for damage to a facility or facilities from a disaster event.</p>
Hazard Vulnerability Analysis (HVA)	<p>A structured approach to assist in evaluating potential adverse events or conditions that could disrupt an organization’s operation. Identify, evaluate, and prioritize events that could significantly affect the need for the facility’s services or its ability to provide those services. Each potential event is evaluated in each of three categories: probability (of occurrence), risk (severity/impact), and preparedness; and assigned a numerical score that rank orders events needing organization focus and resources for emergency planning.</p>

Hazardous Material (HAZMAT)	Material and products from institutional, commercial, recreational, industrial and agricultural sources that contain certain chemicals with one or more of the following characteristics, as defined by the Environmental Protection Agency: 1) toxic, 2) flammable, 3) corrosive; and/or 4) reactive, and requires special care in handling because of the hazards posed to public health, safety, and/or the environment.
Homeland Security	The prevention of terrorist acts, the reduction in the consequences of those events on people and property, and the response and recovery from those terrorist events.
Homeland Security Advisory System	HSAS is a five-level, color-coded alert warning system based on classified intelligence indicators for national use to announce the risk of terrorist attack. Local, state and federal authorities take preplanned actions, at some expense, for each threat alert condition with a major focus on critical infrastructure protection.
Hurricane	A tropical cyclone in which the maximum sustained surface wind (using the U.S. 1-minute average) is 64 kt (74 mph) or more. The term “hurricane” is used for Northern Hemisphere tropical cyclones east of the International Dateline to the Greenwich Meridian. The term “typhoon” is used for Pacific tropical cyclones north of the Equator west of the International Dateline.
Hurricane Advisory	Official information issued by tropical cyclone warning centers describing all tropical cyclone watches and warnings in effect along with details concerning tropical cyclone locations, intensity and movement, and precautions that should be taken. Advisories are also issued to describe: (a) tropical cyclones prior to issuance of watches and warnings and (b) subtropical cyclones.
Hurricane Warning	Warnings where sustained winds of 64 kts (i.e., 74 mph) or higher associated with a hurricane are expected in a specified coastal area in 24 hours or less. A hurricane warning can remain in effect when dangerously high water or a combination of dangerously high water and exceptionally high waves continue, even though winds may be less than hurricane force.
Hurricane Watch	An announcement for specific coastal areas that hurricane conditions are possible within 36 hours.

Incident	A definite and separate occurrence. Usually a minor event or condition that is a result of a human error, technical failure, or environmental condition. An incident or event typically interrupts normal activities. Note incidents may or may not lead to accidents, events, or disasters.
Incident Action Plan (IAP)	An oral or written plan containing general objectives reflecting the overall strategy for managing an incident. It should generally 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.
Incident Command System (ICS)	A standardized 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 the combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure and action plan, designed to aid in the management of resources and personnel during incidents. It is used for all kinds of emergencies and is applicable to small as well as large and complex incidents. ICS is used by various jurisdictions and functional agencies, both public and private, to organize incident management operations.
Incident Commander (IC)	Under the Incident Command System (ICS), the person assigned to have overall charge of the response to an incident.
Incident Objectives	Statements of guidance and direction necessary for selecting appropriate strategy(s) and the tactical direction of resources. Incident objectives are based on realistic expectations of what can be accomplished when all allocated resources have been effectively deployed. Incident objectives must be achievable and measurable, yet flexible enough to allow strategic and tactical alternatives.
Initial Damage Assessment (IDA)	A rapid survey performed immediately post-impact, usually by first-responders, in order to determine the impact and magnitude of damage caused by the disaster and the resulting <i>initial</i> needs of the community. The IDA is typically a mere estimate – it’s purpose is to quickly identify needed resources and mobilize them, as well as to assess the magnitude of the disaster in order to <u>consider</u> pursuit of a declaration. A more comprehensive assessment, the Preliminary Damage Assessment, will follow.

Insurance	The spread or transfer the risk of accidental loss of a single entity over a larger group of participating insured members.
Interoperability	The ability of systems, units, or agencies to provide services to and accept services from other systems, units or agencies and to use the services so exchanged to enable them to work effectively together.
Inventory Control	The inventory control function manages the inventory, which includes: tracking all receipts; apportioning supplies; processing requests from Points of Distribution and other entities; creating issue documents for transferring materiel from Logistics Staging Areas, and County Staging Areas to Points of Distribution; recording the locations to which all material, equipment and cargo containers are transferred; monitoring stock levels and working to replenish material and recover unused assets.
Joint Information Center (JIC)	A center established to coordinate the public information activities in support of incident response and recovery activities. It is the central point of contact for all news media at the scene of the incident. Public information officials from all participating agencies should co-locate at the Joint Information Center.
Kickoff Meeting	The initial meeting between an applicant and the Public Assistance Coordinator. At this working session, the applicant turns in a list of damages and receives comprehensive information about the Public Assistance program and detailed guidance for their specific circumstances.
Kinds (of Resources)	Describe what the resource is (e.g., medic, firefighter, Planning Section Chief, helicopters, ambulances, combustible gas indicators, bulldozers). <i>(Does not describe capability).</i>
Leader	The ICS title for an individual responsible for a Task Force, Strike Team, or functional unit.

<p>Liaison/ Liaison Officer</p>	<p>An agent or representative. Typically an agency official sent to another agency to facilitate interagency communications and coordination. Liaison and Liaison Officer are sometimes used interchangeably. Under the National Incident Management System (NIMS) the term for the person on the Command Staff is Liaison Officer. For emergency exercises and in disasters, a number of liaisons from other agencies, commerce and industry, various non-governmental organizations, jurisdictions, and other parties should be assigned to (or seated or present) and in direct communication with EOCs to meet the need for linkages for effective strategy and use of resources in an incident.</p>
<p>Logistics</p>	<p>(1) Providing resources and other services to support incident management. (2) The procurement, maintenance, distribution, and transportation of material, facilities, services and personnel.</p>
<p>Logistics Section</p>	<p>The Section responsible for providing facilities, services, and materials for the incident.</p>
<p>Logistics Staging Area (LSA)</p>	<p>A site pre-identified by the State as being capable of receiving emergency resources within 24 hours of activation. From there, commodities are further broken down and/ redirected to specific County Staging Area or local Points of Distribution. There is no issue or distribution to the public at the Logistic Staging Area.</p>
<p>Major Damage</p>	<p>This term is used by the Federal Emergency Management Agency (FEMA) to categorize an item or a building that has been damaged to the extent that it is no longer usable and may be returned to service only with extensive repairs.</p>
<p>Major Disaster</p>	<p>As defined under the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5122), a major disaster is any natural catastrophe (including any hurricane, tornado, storm, high water, wind-driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, or drought), or, regardless of cause, any fire, flood, or explosion, in any part of the United States, which in the determination of the President causes damage of sufficient severity and magnitude to warrant disaster assistance under this Act to supplement the efforts and available resources of States, tribes, local governments, and disaster relief organizations in alleviating the damage, loss, hardship, or suffering caused thereby.</p>

Mass Care	The actions that are taken to protect evacuees and disaster survivors from the effects of the disaster and to provide basic human services post-event. Activities include providing temporary shelter, basic medical care, clothing, and mass feeding operations, facilitating bulk distribution of emergency items to sheltered and unsheltered persons typically in congregate areas, collecting and providing information on survivors to family members, temporary housing, emotional support, mental health, and other basic necessities.
Media	Any individual related to a public communications resource such as newspaper, radio, magazine, or television and having an official identification as such.
Memorandum of Understanding (MOU)	A written understanding between two or more entities obligating assistance during a disaster.
Mission	Any task, objective or purpose assigned to a position or group (e.g., unit) requiring some degree of action or outcome. Missions are goal-oriented and are assigned to specific units. Missions are formal “assignments” and therefore, require follow-up and tracking.
Mission Assignment	Work order issued by FEMA Operations to a Federal agency directing completion of a specific task, and citing funding, other managerial controls, and guidance.
Mitigation	Activities providing a critical foundation in the effort to reduce the loss of life and property from natural and/or manmade disasters by avoiding or lessening the impact of a disaster and providing value to the public by creating safer communities. Mitigation seeks to fix the cycle of disaster damage, reconstruction, and repeated damage. These activities or actions, in most cases, will have a long-term sustained effect.
Mobilization	The process and procedures used by all organizations (Federal, State, and local) for activating, assembling, and transporting all resources that have been requested to respond to or support an incident.
Mortality	Relative incidence of death within a particular group categorized according to age or some other factor such as occupation.

Mutual Aid	As between two or more entities, public and/or private, the pre-arranged rendering of services in terms of human and materiel resources when essential resources of one party are not adequate to meet the needs of a disaster or other emergency.
Mutual Aid Agreement (MAA)	A written agreement between agencies and/or jurisdictions that they will assist one another on request in conjunction with a disaster, by furnishing personnel, equipment, and/or expertise in a specified manner.
National Disaster Medical System (NDMS)	NDMS is a cooperative asset-sharing program among federal government agencies, state and local governments, and private businesses and civilian volunteers to ensure resources are available to provide medical services following a disaster that overwhelms local health care resources. NDMS is a federally coordinated system that augments the nation's emergency medical response capability. The overall purpose of NDMS is to establish a single, integrated national medical response capability for assisting state and local authorities in dealing with the medical and health effects of major peacetime disasters and providing support to the military and Veterans Health Administration medical systems in caring for casualties evacuated back to the U.S. from overseas armed conflicts. NDMS has responsibility to manage and coordinate the federal medical response to major emergencies and federally declared disasters including: natural disasters, technological disasters, major transportation accidents, and acts of terrorism including weapons of mass destruction events. Working in partnership with the Departments of Health and Human Services (HHS), Defense (DoD), and Veterans Affairs (VA), NDMS serves as the lead federal agency for medical response under the National Response Framework (NRF). NDMS is a section within the Department of Homeland Security (DHS), Federal Emergency Management Agency (FEMA), Response Division, and Operations Branch.
National Hurricane Center (NHC)	The office of the National Weather Service (NWS) in Miami that is responsible for tracking and forecasting tropical cyclones. http://www.nhc.noaa.gov/

<p>National Incident Management System (NIMS)</p>	<p>As the operational arm of the National Response Framework (NRF), NIMS provides a consistent nationwide approach for governments at all levels, tribal nations, commerce and industry, and non-governmental organizations to work effectively and efficiently together to prepare for, respond to, and recover from, and mitigate the effects of domestic incidents regardless of cause, size, or complexity. To provide for interoperability and compatibility among governmental and private sector capabilities, NIMS includes: a core set of concepts, principles, terminology, and technologies covering the incident command system (ICS); multi-agency coordination systems (MACS); unified command; training; identification and management of resources (including systems for classifying types of resources); personnel qualifications and certification; and the collection, tracking, and reporting of incident information and incident resources.</p>
<p>National Response Framework (NRF)</p>	<p>Federal plan promulgated by the Department of Homeland Security (DHS) that presents the guiding principles that enable all response partners to prepare for and provide a unified national response to disasters and emergencies – from the smallest incident to the largest catastrophe. The <i>Framework</i> defines the key principles, roles, and structures that organize the way the nation responds. It describes how communities, tribes, States, the Federal Government, and private-sector and nongovernmental partners apply these principles for a coordinated, effective national response. The <i>National Response Framework</i> is always in effect, and elements can be implemented at any level at any time.</p>
<p>Needs Assessment</p>	<p>Information gathered to evaluate the needs of both disaster victims and responders for basic necessities, such as food, water, ice, etc. Information includes items such as number of homes damaged or destroyed, number of individuals left homeless, power outages, businesses (such as grocery stores) damaged or destroyed, etc.</p>

NFPA 1600	NFPA 1600 Standard on Disaster/Emergency Management and Business Continuity Programs. NFPA 1600 is approved as an American National Standard, and is promulgated by the National Fire Protection Association. The NFPA 1600 standard establishes a common set of criteria for disaster management, emergency management and business continuity programs in the public and private sectors. In addition, it identifies methodologies for exercising plans related to those programs and provides a listing of resource organizations within the fields of disaster recovery, emergency management and business continuity planning. It lays out the basic principles to assess, develop, implement, and maintain such programs. The adoption of this or any other NFPA standard is voluntary; however, NFPA standards are generally accepted as industry standards. All NFPA codes and standards are developed through a consensus process accredited by ANSI, a private, nonprofit organization that administers and coordinates the U.S. voluntary standardization and conformity assessment system.
Non-Affiliated Volunteers	Volunteers who wish to volunteer or assist in the disaster area but have not pre-registered with a particular agency.
Operational Period	The time scheduled for execution of a given set of operation actions, as specified in the Incident Action Plan. Operational periods can be of various lengths, although usually not over 24 hours.
Operations Section	The Section responsible for all tactical operational support and coordination. The section includes Branches, Divisions and/or Groups, Task Forces, Strike Teams, and Single Resources.
Organization Chart	A diagram representative of the hierarchy of an organization's personnel; also known as a Table of Organization (TO).
Out-of-Service Resources	Resources assigned to an incident, but unable to respond for mechanical, rest, or personnel reasons.
Permanent Work	That work that must be performed through repairs or replacement to restore an eligible facility on the basis of its pre-disaster design, use, and current applicable standards. (Category C-G)
Personal Protective Equipment (PPE)	Equipment to protect a person working in a hazardous environment.

<p>Planning Meeting</p>	<p>A meeting held as needed throughout the duration of an incident, to select specific strategies and tactics for incident control operations, and for service and support planning. On larger incidents, the Planning Meeting is a major element in the development of the Incident Action Plan.</p>
<p>Planning Section</p>	<p>ICS section responsible for the collection, evaluation, and dissemination of information related to the incident, and for the preparation and documentation of Incident Action Plans. The section also maintains information on the current and forecasted situation. The section includes the Situation, Documentation, Demobilization Units, as well as the Technical Services Branch and Technical Specialists.</p>
<p>Preliminary Damage Assessment (PDA)</p>	<p>A mechanism used to determine the impact and magnitude of damage and the resulting unmet needs of individuals, businesses, the public sector, and the community as a whole. Information collected is used by the State as a basis for the Governor’s request for a Presidential declaration, and by FEMA to document the recommendation made to the President in response to the Governor’s request. PDAs are made by at least one State and one Federal representative. A local Tribal representative familiar with the extent and location of damage in the community often participates; other State and Federal agencies and voluntary relief organizations also may be asked to participate, as needed.</p>
<p>Prevention</p>	<p>To avoid an incident or to intervene to stop an incident from occurring. Prevention involves actions to protect lives and property. It involves applying intelligence and other information to a range of activities that may include such countermeasures as deterrence operations; heightened inspections; improved surveillance and security operations; investigations to determine the full nature and source of the threat; public health and agricultural surveillance and testing processes; immunizations, isolation, or quarantine; and, as appropriate, specific law enforcement operations aimed at deterring, preempting, interdicting, or disrupting illegal activity and apprehending potential perpetrators and bringing them to justice; includes, but is not limited to mitigation measures; one of four national mission areas that must be achieved through the emergency preparedness planning initiatives.</p>

Preparedness	Actions that involve a combination of planning, training, exercising, and organizing to build, sustain, and improve operational capabilities. Preparedness is the process of identifying the personnel, training, and equipment needed for a wide range of potential incidents, and developing jurisdiction-specific plans for delivering capabilities when needed for an incident.
Procurement /Supply Unit	Functional Unit within the Resource Support Branch that is responsible for resource acquisition and vendor contracts.
Project	A logical method of performing work required as a result of the declared event. More than one damage site may be included in a project.
Project Formulation	The process of documenting the damage to the facility, identifying the eligible scope of work and estimating the costs associated with that scope of work for each of the applicant's projects. Project formulation allows applicants to administratively consolidate multiple work items into single projects in order to expedite approval and funding, and to facilitate project management.
Project Officer (PO)	An emergency management official who is knowledgeable about Public Assistance (PA) eligibility and Special Considerations, and will take the lead in working with the applicant to develop scopes of work and cost estimates for large projects. The PO is responsible for identifying the need for Specialists and working with the Public Assistance Coordinator (PAC) to ensure appropriate personnel are assigned to assist in large project development.
Project Worksheet (PW)	The form used to document the scope of work and cost estimate for a project. This form supplies FEMA with the information necessary to approve the scope of work and itemized cost estimate prior to funding. Each project must be documented on a separate Project Worksheet. The approved Project Worksheet will then be the basis for funding under the Public Assistance Program.
Protect	To shield from danger, injury, destruction, or damage; one of four national mission areas that must be achieved through the emergency preparedness planning initiatives.

<p>Public Assistance (PA)</p>	<p>FEMA’s Public Assistance (PA) Grant Program provides assistance to State, Tribal and local governments, and certain types of Private Nonprofit organizations so that communities can quickly respond to and recover from major disasters or emergencies declared by the President.</p> <p>Through the PA Program, FEMA provides supplemental Federal disaster grant assistance for debris removal; emergency protective measures; and the repair, replacement, or restoration of disaster-damaged, publicly owned facilities and the facilities of certain Private Non-Profit (PNP) organizations. The PA Program also encourages protection of these damaged facilities from future events by providing assistance for hazard mitigation measures during the recovery process.</p>
<p>Public Assistance Coordinator (PAC)</p>	<p>A FEMA customer service representative assigned to work with an applicant from declaration to funding approval. The PAC is trained in public assistance policies and procedures and will guide the applicant through the steps necessary to receive funding. This individual is the manager of the Case Management File (CMF) that contains the applicant's general claim information as well as records of meetings, conversations, phone messages and any special issues or concerns that may affect funding.</p>
<p>Public Information Officer (PIO)</p>	<p>A Federal, State, local government, or Tribal official responsible for preparing and coordinating the dissemination of emergency public information.</p>
<p>Public Safety Answering Point (PSAP)</p>	<p>An agency in the United States, typically county or city controlled, responsible for answering 9-1-1 calls for emergency assistance from police, fire, and ambulance services.</p>
<p>Quarantine</p>	<p>The separation and the restriction of movement of persons as yet not ill who have been exposed to an infectious agent and may become ill or infectious. Quarantine can occur in the home or other designated facility.</p>

Radio Amateur Civil Emergency Service (RACES)	<p>A volunteer organization of amateur radio operators licensed by the Federal Communications Commission (FCC). Established to provide auxiliary emergency communications on behalf of local, state or federal government, under authority granted in 47 CFR, Part 97, subpart E. RACES is sponsored by the Federal Emergency Management Agency (FEMA) and is administered by state emergency management agencies. For information about RACES see FEMA Civil Preparedness Guide CPG-1-15. Also see Salvation Army Team Emergency Radio Network (SATERN) and Amateur Radio Emergency Service (ARES).</p>
Radiological Emergency Preparedness (REP)	<p>REP is a program of the Federal Emergency Management Agency (FEMA) for public health and safety around nuclear power plants in the event of a nuclear power plant incident, and for public information and education about radiological emergency preparedness. The REP program covers only "off-site" activities, that is State and local government emergency preparedness that takes place outside the nuclear power plant boundaries. On-site activities are the duty of the Nuclear Regulatory Commission (NRC). The Office of National Preparedness (ONP, q.v.) is FEMA's administrative entity.</p>
Recovery	<p>The long-term activities beyond the initial crisis period and emergency response phase of disaster operations that focus on returning all systems in the community to a normal status or to reconstitute these systems to a new condition that is less vulnerable.</p>
Redeploy	<p>The shifting of staff from one position to another to better accommodate organizational needs.</p>
Regional Domestic Security Task Force (RDSTF) <i>[Florida]</i>	<p>Groups formed by the Governor of the State of Florida to strengthen domestic security prevention, preparedness, protection, response and recovery capabilities through interdisciplinary and interagency consensus and commitment to build and rely on a strong regional mutual aid response capability. There are seven RDSTFs in the state of Florida.</p>
Regional Public Safety Partnership	<p>A partnership to advance the practice of community policing as an effective strategy in communities' efforts to improve public safety.</p>
Request for Public Assistance (Request)	<p>The official notification of intent to apply for public assistance monies following a declaration of a disaster. It is a short form that asks for general identifying information about an applicant.</p>

Resource Management	Those actions taken at the Emergency Operations Center (EOC) to: identify sources and obtain resources needed to support disaster response activities; coordinate the supply, allocation, distribution, and delivery of resources so that they arrive where and when most needed; and maintain accountability for the resources used.
Resources	Personnel and major items of equipment, supplies, and facilities available or potentially available for assignment to incident operations and for which status is maintained. Resources are described by kind and type and may be used in operational support or supervisory capacities at an incident or at an EOC.
Resource Request Process	The process for requesting resources - whether human or material, consumable or non-consumable – during an activation of the Florida Poly Emergency Operations Center(s).
Response	Emergency response activities are conducted during the time period that begins with the detection of the event and ends with the stabilization of the situation following impact. These efforts work to minimize the risks created in an emergency by protecting the people, the environment, and property, and also work to return the scene to normal pre-emergency conditions. Activities typically also include the reaction to an incident or emergency to assess the damage or impact and to ascertain the level of containment and control activity required. In addition to addressing matters of life safety, response also addresses the policies, procedures, and actions to be followed in the event of an emergency.
Restoration	Process of planning for and/or implementing procedures for the repair and/or relocation of facilities and contents, and returning to normal operations at a permanent operational location.
Saffir-Simpson Hurricane Damage Potential Scale	A scale that measures hurricane intensity, developed by Herbert Saffir and Robert Simpson. The Scale is a 1-5 rating based on the hurricane's present intensity. This is used to give an estimate of the potential property damage and flooding expected along the coast from a hurricane landfall. Wind speed is the determining factor in the scale, as storm surge values are highly dependent on the slope of the continental shelf and the shape of the coastline, in the landfall region. Note that all winds are using the U.S. 1-minute average.

Section	The organizational level having responsibility for a major functional area of incident management, (e.g., Operations, Planning, Logistics, and Finance/Administration). The section is organizationally situated between the branch and the Incident Command.
Shelter in Place	(1) Making a shelter of the place you are in so as to prevent exposure, infection or limit harm. (2) Selecting an interior room or rooms within your facility, or ones with no or few windows, and taking refuge there. In many cases, local authorities will issue advice to shelter-in-place via TV or radio.
Single Resource	An individual, piece of equipment and its personnel complement, or a crew or team of individuals with an identified work Supervisor that can be used at an incident.
Situation Unit	Functional Unit within the Planning Section responsible for the collection, organization, and analysis of incident status information, and for analysis of the situation as it progresses. The Situation Unit reports to the Planning Section Chief.
Small Project	Eligible project, either emergency or permanent work, with a minimum damage dollar value (set each year by FEMA).
Social Distancing/Isolation	The separation or isolation of an individual(s) from other members of society. See also quarantine.
Span of Control	The number of individuals a supervisor is responsible for, usually expressed as the ratio of supervisors to individuals. (Under the NIMS, an appropriate span of control is between 1:3 and 1:7).
Special Considerations	Factors that must be addressed before federal grant money can be obligated to repair or restore damaged facilities. These factors include, but are not limited to, general and flood insurance, historic preservation, environmental protection, and hazard mitigation.

Special Medical Needs	A person with special medical needs is someone with a minor to moderate [non-complicated] debilitating or chronic, yet stable health/medical condition(s), physical impairment, mental impairment, cognitive impairment, who under normal conditions can live and function relatively independently (i.e., at home with/without the assistance of a caregiver, community resources, etc.). During periods of emergency, evacuation, or disaster, however, this individual requires evacuation, mass care, or special medical sheltering assistance due to the loss of one or more required resources.
Specialist	An emergency management employee with demonstrated technical expertise in a defined specialty.
Stafford Act	The Robert T. Stafford Disaster Relief and Emergency Assistance Act, Public Law 93-288, as amended. Provides authority for response and recovery assistance under the National Response Framework, which empowers the President to direct any federal agency to utilize its authorities and resources in support of State and local assistance efforts.
Staging Area	A temporary site, often outside of but proximate to a disaster area, for the gathering, assembly and subsequent dispatch and movement of essential human and/or material resources to specific operational functions and arenas. In a particular disaster there may be many staging areas, each serving special needs. Preferred sites have well-functioning transportation and communication facilities as well as nearby accommodations for site staffs. Sometimes known as Logistical Staging Area (LSA).
State	When capitalized, refers to any State of the United States, the District of Columbia, the Commonwealth of Puerto Rico, the Virgin Islands, Guam, American Samoa, the Commonwealth of the Northern Mariana Islands, and any possession of the United States. See Section 2 (14), Homeland Security Act of 2002, Pub. L. 107-296, 116 Stat. 2135 (2002).

<p>State Emergency Response Team (SERT)</p>	<p>Pursuant to Section 252.365, Florida Statutes, the State Emergency Response Team (SERT) is established as an advisory body to coordinate with the Florida Division of Emergency Management emergency management functions to prepare for, respond to, recover from, and mitigate the impact of a variety of hazards that could impact the State of Florida. The SERT advises specifically on such issues as policies, plans, procedures, training, exercises, and public education. SERT is comprised of Emergency Coordination Officers who are selected by the agency head of the agency they represent. Each Emergency Coordination Officer serves in a primary or support role in a designated Emergency Support Function. Furthermore, as a part of the SERT, they serve as an integral part of emergency operations in other capacities, i.e., as members of the Rapid Impact Assessment Teams (RIAT), Advance Teams and as part of a Joint Field Office (JFO). Thus, the Emergency Coordination Officers, as a part of the SERT, serve in an operational and advisory capacity by developing recommendations and implementing actions for improving the State’s emergency management program.</p>
<p>Statewide Mutual Aid Agreement</p>	<p>A document, that when executed, provides political subdivisions of the State of Florida who become a party to the agreement are authorized under Chapter 252, Florida Statutes, to request, offer or provide assistance to any other signatory to the agreement if authorized by the State Emergency Response Commission (SERC).</p>
<p>Storm Action Lead Time (SALT)</p>	<p>A computer program that outputs a schedule of operational tasks and assigns them a lead-time based on the intensity of the storm and the estimated arrival of tropical storm force winds.</p>
<p>Storm Surge</p>	<p>The high and forceful dome of wind-driven rising tidal waters sweeping along the coastline accompanying a hurricane or other intense storm, and whose height is the difference between the observed level of the sea surface and the level that would have occurred in the absence of the cyclone. Storm surge is usually estimated by subtracting the normal or astronomic high tide from the observed storm tide, and in South Florida, can be as much as 25 feet.</p>

Strategic National Stockpile (SNS)	SNS is a medical prophylaxis for a biological incident. It is a function of the Centers for Disease Control and Prevention (CDC). CDC manages strategically located "push packages" ready for immediate deployment to ensure availability of life-saving pharmaceuticals, antidotes and other medical supplies and equipment necessary to counter the effects of nerve agents, biological pathogens and chemical agents. Additional lots of pharmaceuticals and caches of medical material are maintained by manufacturers under contract. A CDC team of technical advisors, known as a Technical Advisory Response Unit (TARU), deploys at the same time as the first shipment.
Strategy	The general direction selected to accomplish incident objectives set by the Incident Commander.
Strike Team	A specified combination of the same kind and type of resources with common communications and under a single Leader.
Support Resources	Non-tactical resources under the supervision of the Logistics, Planning, or Finance/Administration Sections, or the Command Staff.
Tactics	Deploying and directing resources on an incident to accomplish incident strategy and objectives.
Team	A team of individuals, equipment and its personnel complement, or a crew with an identified work Supervisor that can be used on an incident.
Technical Specialists	Personnel with special skills that are normally assigned to the Planning Section but can be used anywhere within the ICS organization.
Terrorism	The use of – or threatened use of – criminal violence against civilians or civilian infrastructure to achieve political ends through fear and intimidation, rather than direct confrontation. Emergency management is typically concerned with the consequences of terrorist acts directed against large numbers of people (as opposed to political assassination or hijacking, which may also be considered "terrorism").

Tornado	A local atmospheric storm, generally of short duration, formed by winds rotating at very high speeds, usually in a counter-clockwise direction. The vortex, up to several hundred yards wide, is visible to the observer as a whirlpool-like column of winds rotating about a hollow cavity or funnel. Winds may reach 300 miles per hour or higher.
Tropical Cyclone	A warm-core non-frontal synoptic-scale cyclone, originating over tropical or subtropical waters, with organized deep convection and a closed surface wind circulation about a well-defined center. Once formed, a tropical cyclone is maintained by the extraction of heat energy from the ocean at high temperature and heat export at the low temperatures of the upper troposphere. In this they differ from extra-tropical cyclones, which derive their energy from horizontal temperature contrasts in the atmosphere (barometric effects).
Tropical Depression	A tropical cyclone in which the maximum sustained surface wind speed (using the U.S. 1-minute average) is 33 kt (38 mph) or less.
Tropical Storm	A tropical cyclone in which the maximum sustained surface wind speed (using the U.S. 1-minute average) ranges from 34 kt (39 mph) to 63 kt (73 mph).
Tropical Wave	A trough or cyclonic curvature maximum in the trade-wind easterlies. The wave may reach maximum amplitude in the lower middle troposphere. It tends to organize low level circulation and may travel thousands of miles with little change in shape, sometimes producing significant shower and thundershower activity along its path.
Type (of Resources)	A classification of resources in the Incident Command System that refers to capability. Type 1 is generally considered to be more capable than Types 2, 3, or 4, respectively, because of size, power, capacity, or, in the case of Incident Management Teams, experience and qualifications.
Unified Command	An application of the Incident Command System (ICS) used when there is more than one agency with incident jurisdiction or when incidents cross political jurisdictions. Agencies work together at a single Incident Command Post (ICP) through their designated member of the Unified Command, often a senior person from agencies and/or discipline, to establish a common set of objectives and strategies, and a single Incident Action Plan.

Urban Area Security Initiative (UASI)	UASI is a grant program administered by the Office for Domestic Preparedness (ODP) in the Department of Homeland Security (DHS). UASI funding enhances the effectiveness of first responders to emergencies and public-safety officials in eight focal areas from terrorism prevention and decision-making to infrastructure and communication. A key factor is regional cooperation through forming partnerships at the local level.
Validation	The pre-funding verification that proposed or completed work projects meet statutory and regulatory compliance.
Volunteer	For purposes of the NIMS, a volunteer is any individual accepted to perform services by the lead agency, which has authority to accept volunteer services, when the individual performs services without promise, expectation, or receipt of compensation for services performed. See, e.g., 16 U.S.C. 742f(c) and 29 CFR 553.101.
Vulnerability	Susceptibility to a physical injury or attack. "Vulnerability" refers to the susceptibility to hazards.
Vulnerability Analysis	A determination of possible hazards that may cause harm. Should be a systematic approach used to analyze the effectiveness of the overall (current or proposed) emergency management, security, and safety systems at a particular facility.
Weapons of Mass Destruction (WMD)	Any device, material, or substance used in a manner, in a quantity and type, or under circumstances evidencing intent to cause death or serious injury to persons or significant damage to property. Stated in Federal Emergency Management Agency (FEMA) Strategic Plan. There are five classes of WMD's defined in the Biological Weapons and Terrorism Act: biological, nuclear, incendiary, chemical and explosive (B-NICE, q.v.).
WebEOC[®]	A web-enabled Crisis Information Management System (CIMS) developed by ESi Inc. which provides real-time information sharing to help managers make sound decisions quickly. The system integrates mission and resource tracking modules which are the primary applications for messaging, resource requests, and mission tracking within the Polk County EOC.