

APPA Institute: Emergency Preparedness

Instructor: Joseph Han

Emergency Management Terminology

AAR: After-Action Report A document to capture observations of an exercise and make recommendations for post-exercise improvements

All-Hazards: Natural, technological, or human-caused incidents that require action to protect life, property, environment, and public health or safety, and to minimize disruptions.

Annexes: Supplemental documents with detailed Functional or Hazard-Specific information.

Automated Notification System: An automated system that allows school administrators to promptly call or page every staff member and/or parent in the event of an incident.

CDC: Centers for Disease Control and Prevention

CERT: Community Emergency Response Team. A community-level program administered by the Federal Emergency Management Agency that trains citizens to understand their responsibility in preparing for disaster.

Continuity of Operations (COOP): A functional annex providing procedures to follow in the wake of an incident where the normal operations of the school are severely disrupted.

CPG: Comprehensive Preparedness Guide (CPG) 101.

Crisis Response Team: A team trained to assist in the healing process of students and staff following a traumatic event or incident.

DHS: U.S. Department of Homeland Security

Discussion-Based Exercises: These types of exercises typically highlight existing plans, policies, mutual aid agreements, and procedures, and can be used as tools to familiarize agencies and personnel with current or expected capabilities. Discussion-based exercises include *seminars, workshops, tabletops, and games.*

Drill & Live exercise: A type of *operations-based* exercise that is a coordinated, supervised activity usually employed to test a single specific operation or function in a single agency.

Emergency Management/Response Personnel: Emergency or first responder.

Emergency Operations Center (EOC): The physical location at which the coordination of information and resources to support incident management (on-scene operations) activities normally takes place.

Emergency Operations Plan (EOP): A plan for responding to All hazards incident.

Emergency Support Functions (ESFs): 15 support type categories for coordinating Federal interagency support.

EMHE: Emergency Management for Higher Education

EMI: Emergency Management Institute

EMS: See Emergency Medical Services.

FEMA: Federal Emergency Management Agency

FERPA: Family Educational Rights and Privacy Act

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Healthy SEAT: See Healthy School Environments Assessment Tool.

Hot Wash: A facilitated discussion held immediately following an exercise

Incident Action Plan (IAP): A document outlining the control objectives, operational period objectives, and response strategy defined by incident command during response planning.

Incident Command Post (ICP): The field location where the primary functions are performed.

Incident Command System (ICS): A standardized emergency management construct

Joint Information Center (JIC): A facility that coordinate critical emergency information.

Liaison Officer: A member of the Command Staff responsible for coordinating with others

Multiagency Coordination (MAC) Group: folks authorized to commit agency resources

National Incident Management System (NIMS): Standardized national system for EM.

National Preparedness Guidelines (NPG): Set expectations for national preparedness.

National Response Framework (NRF): all-hazards guide to domestic incident response.

PIO: Public Information Officer.

Preparedness: A continuous cycle of planning, organizing, training, equipping, exercising, evaluating, and correcting

Prevention: Actions to avoid an incident or to intervene to stop an incident from occurring.

Recovery: Restoring to prior incident condition.

Response: actions to save lives, protect property, and meet basic human needs.

Tabletop Exercise (TTX): A *discussion-based* all hazards exercise

USDE - U.S. Department of Education

Emergency Preparedness Check List

	YES	NO	?	
1				Emergency Preparedness Check List
2				Responsible department/personnel are identified
3				Group (Executive Policy Group)
4				Operation Group (Emergency Operations Group)
5				Incident Management/Emergency Response Teams
6				Responsible staff are properly trained/certified
7				Vulnerability/Risk Assessment are conducted
8				Emergency plans are coordinated with internal first responders
9				Emergency plans coordinated with external first responders
10				Exercises are conducted with multiagency and multi departments
11				Campus has an Emergency Operations Plan (EOP)
12				Campus has Continuity of Operations Plan (COOP)
13				Campus has a All hazards Mitigation Plan
14				Campus has Emergency Operations Center (EOC) set up
15				FM personnel are included in the Incident Action Plan
16				Tabletop & live exercises are conducted annually
17				Campus conducts after action report (hot wash)
18				Campus has a communication plan/strategy
##				Campus has a mass communication system are in place
21				EOP is updated annually
22				COOP is updated and tested annually
23				I have completed IS/ICS 100, 200, 700, 800
24				We have a mass notification system that is regularly tested
25				My unit has a alternate site to provide seamless services