

# WILSON COUNTY EMERGENCY OPERATIONS PLAN

## GLOSSARY

**Central Branch Manager - Supervisor of the field** office of the NC Division of Emergency Management, which serves the Central Area of the state. The Central Branch Manager serves as liaison between state and local governments, procures and coordinates necessary State resources.

**Central Branch Office** – NC Division of Emergency Management field office located in Butner, NC. Serves as the coordination point for the thirty-three counties located within the Central Branch. Wilson County is one of the six counties that makes up Area 7.

**CFR** - Code of Federal Regulations: "49 CFR" refers to Title 49, the primary volume regarding HAZMAT transportation regulations.

**CHEMTREC - Chemical Transportation Emergency Center** operated by the Chemical Manufacturers Association to provide information and/or assistance to emergency responders.

**Command Post** - A centralized base of operations established near the site of a disaster/emergency incident.

**Community Emergency Coordinator** - A person appointed for the local emergency planning committee (pursuant to SARA), who makes determinations necessary to implement plans, and who receives official emergency notification of releases.

**Comprehensive Emergency Management (CEM)** - An integrated approach to the management of emergency programs and activities for all four phases (mitigation, preparedness, response, and recovery), for all types of emergencies and disasters (natural, manmade, and attack), and for all levels of government (local, State, and Federal) and the private sector.

**Comprehensive Environmental Response, Compensation, and Liability Act of 1980** - Legislation (PL 96-510) covering hazardous substance releases into the environment and the cleanup of inactive hazardous waste disposal sites. CERCLA established the "Superfund" to provide resources for these clean-ups. Amended and extended by SARA. (See CERCLA)

**Continuity of Government (COG)** - Plans and procedures for ensuring the survival and operational capabilities of governmental processes and lines of succession. This includes the protection and maintenance of agency and departmental vital records.

**CPG 1-5, Objectives for Local Emergency Management** - prepared by FEMA. Describes and explains functional objectives that represent a comprehensive and integrated emergency management program.

**CPG - 1-8, Guide for Development of State and Local Emergency Operations Plans** - prepared by FEMA (see EOP).

**CPG 1-8a, Guide for the Review of State and Local Emergency Operations Plans** - prepared by FEMA. Provides FEMA staff with a standard instrument for assessing EOPs that are developed to satisfy the eligibility requirement to receive Emergency Management Assistance (EMA) funding. Also called the "crosswalk" checklist. Utilized in development of NRT-1a.

**Damage Assessment/Estimation** - The conduct of on the scene surveys following any disaster to determine the amount of loss or damage caused by the incident. Extent of damage is assessed in all types of disasters

such as flash floods, tornadoes, winter storms, hurricane, nuclear power incidents, and chemical explosions.

**Department of Crime Control and Public Safety (CC&PS)** - The North Carolina department responsible for state crime control and disaster preparation and response.

**Disaster** - An occurrence or imminent threat of widespread or severe damage, injury, or loss of life or property resulting from any natural or man-made accidental, military or paramilitary cause.

**Division of Emergency Management (EM)** - The North Carolina state agency tasked with protecting the general public from the effects of natural or man-made disasters.

**Emergency Alert System (EAS)** - A voluntary network of broadcast stations and interconnecting facilities, which have been authorized by the Federal Communications Commission to disseminate information during an emergency, as provided by the Emergency Broadcast System Plan. EBS is made up of AM, FM, and TV Broadcast Stations and non-governmental electronic communications operating in a voluntary organized manner during natural/man-made emergencies or disasters at national, state, or local levels. This system keeps the public informed.

**Emergency Management** - Organized analysis, planning, decision-making, assignment, and coordination of available resources to the mitigation of, preparedness for, response to, or recovery from major community-wide emergencies. Refer to local and state emergency legislation.

**Emergency Management Coordinator (EMC)** - The Emergency Response person responsible to the Direction and Control Group for coordinating the response activities of the combined government, industry, and public forces at work in the disaster.

**Emergency Medical Services (EMS)** - Local medical response teams, usually rescue squads or local ambulance services which provide medical services during a disaster.

**Emergency Operations Center (EOC)** - The protected site from which civil government officials (municipal, county, State, and Federal) exercise centralized direction and control in an emergency. Operating for an EOC is a basic emergency management concept. The person-in-charge of the disaster directs the response from this location, and all community officials assigned primary emergency response tasks coordinate their actions from this center. The EOC also serves as a Resource Center and coordination point for additional field assistance. The EOC may be partially activated with key staff persons meeting periodically, or it may be fully activated, thus operating on a continuous 24-hour basis, depending on the situation.

**Emergency Operation Plan (EOP)** - An all-hazards document, which briefly, clearly, and concisely specifies actions to be taken or instructions to be given in the event of natural disasters, technological accidents, or nuclear attack. The plan identifies authorities, relationships, and the coordinated actions to be taken based on predetermined assumptions, objectives, and existing capabilities.

**Emergency Public Information** - Information disseminated primarily in anticipation of an emergency, or at the actual time of an emergency; in addition to providing information as such, frequently directs actions, instructs, and transmits direct orders.

**Emergent Volunteers** - People, generally unaffected by an emergency/disaster situation who wish to offer their assistance in any way possible.

**Evacuation** - A population protection strategy involving orderly movement of people away from an actual or potential hazard.

**Exercise** - Maneuver or simulated emergency condition involving planning, preparation, and execution for the identification of areas of strength and weakness for improvement of emergency plan (EOP).

**Extremely Hazardous Substance** - EPA list of 300-plus substances named in SARA section 302(a)(2). Section 302, 303, and 304 of CERCLA apply to these substances. Length of list may be altered by EPA review process.

**Federal Emergency Management Agency (FEMA)** - A federal agency tasked with national emergency preparedness and disaster response. Responsibilities include assistance in all aspects of community planning, preparedness and response to the full range of likely disasters and emergencies, including recommendation for a Presidentially declared disaster area and administration of disaster funds. Provides a range of expertise and administrative skills in community preparedness planning via state emergency offices. It also deals in flood insurance, temporary emergency housing, training of state and local emergency response personnel and funding of preparedness projects and functions.

**General Statute (G.S.)** - The specific form of state law, codified and recorded for reference.

**Hazard Analysis** - A process used by emergency managers to identify and analyze crisis potential and consequences.

**Hazard Identification** - The Hazard Identification provides a structured approach for identifying those hazards judged by local officials to pose a significant threat to their jurisdiction.

**HazMat, Hazardous Materials** - any substance or material in a particular form or quantity which the Secretary of Transportation finds may pose an unreasonable risk to health, safety, and property.

**Hurricane** - Pronounced rotary circulation, constant wind speed of 74 miles per hour (64 knots) or more.

**ICS** - Incident Command System: combination of facilities, equipment, personnel, procedures, and communication operating within a common organizational structure with responsibility for management of assigned resources to effectively direct and control the response to an incident. Intended to expand as situation requires larger resource, without requiring new, reorganized command structure.

**In-Place Sheltering** - Directing of personnel to remain in a building or seek shelter in a building or structure, in lieu of evacuation, for protection from a life safety threat.

**Integrated Emergency Management System (IEMS)** - A system, which allows improved capability by all levels of government to mitigate, prepare for, respond to, and recover from all disasters or emergencies.

**LEPC** - Local Emergency Planning Committee. (See "Committee")

**Material Safety Data Sheet (MSDS)** - Compilation of the health, flammability and reactivity hazards of a chemical. It is a legal document, required by the OSHA and SARA to be submitted to LEPC, SERC, and local fire department by chemical manufacturer or importer.

**Mitigation** - Is an activity that actually eliminates or reduces the probability of a disaster occurrence, or reduces the effects of a disaster. Mitigation includes such actions as, zoning and land use management, safety and building codes, flood proofing of buildings, and public education.

**Mutual Aid Agreements** - Formal or informal understanding between jurisdictions that pledge exchange of emergency or disaster assistance.

**National Contingency Plan (NCP)** - Term referring to the National Oil and Hazardous Substance Pollution Contingency Plan. Regulations prepared by the Environmental Protection Agency implement the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA) and the response system of the Clean Water Act (sec. 311); refer to 40 CFR Part 300. It establishes three organizational levels:

the National Response Team (NRT), Regional Response Teams (RRTs), and On-Scene Coordinators (OSCs), and can be implemented using two sources of federal response funding. One fund enables the OSC to conduct oil spill activities, the other is used for chemical releases.

**National Incident Management System (NIMS)** – Federally mandated incident management system that incorporates planning, preparedness, response, and system maintenance as well as inter-agency cooperation and coordination.

**National Response Center (NRC)** - Established under the Clean Water Act and CERCLA, and operated by the U.S. Coast Guard. The NRC receives and relays notices of discharges or releases, disseminates reports when appropriate, and provides facilities for use in coordinating a national response action when required. For release reporting call 24-hours a day (800) 424-8802; in Washington, DC call (202) 426-2675.

**National Response Team (NRT)** - Organization of representatives from 14 federal agencies with responsibility for national planning and coordination (interagency and inter-jurisdictional) of CERCLA objectives.

**NOAA** - National Oceanic and Atmospheric Administration.

**National Warning System (NAWAS)** - The Federal Warning System, used to disseminate warnings of imminent natural disaster or enemy attack into a Regional Warning System which passes it to the State Warning Points for action.

**National Weather Service (NWS)** - A Federal agency tasked with forecasting weather and providing appropriate warning of imminent natural disaster such as hurricanes tornadoes tropical storms etc.

**NRT-1** - Emergency Planning Guide issued by NRT, dated March 1987; fulfills Congressional requirement for unified Federal guidance document for HazMat emergency planning. Product of numerous inputs from State and local government, industry, emergency planners, environmental groups, and the public. Known to some as the "orange book", and is a key, central document for LEPC/SERC guidance.

**NRT-1A** - "Criteria for Review of Hazardous Materials Emergency Plans", issued by NRT in May 1988, to assist communities in assessing the effectiveness of their plans. Derived in part from FEMA documents such as CPG 1-8,1-8a, and NRT-1.

**NSF** - The Coast Guard's National Strike Force (NSF), composed of two strategically-located strike teams which are extensively trained and equipped to assist OSCs in responding to major oil spills and chemical releases. Their capabilities are especially suited to incidents in a marine environment but also include site-assessment, safety, action plan development and documentation for both inland and coastal zone incidents.

**On-Scene Commander** - Official who directly commands and allocates local resources and supervises all local operations at the scene.

**Public Information Officer (PIO)** - On-scene official responsible for preparing and coordinating the dissemination of public information in cooperation with other responding Federal, State, and local government agencies. Also called Public Affairs Officer (PAO).

**Recovery** - Activity involves assistance to return the community to normal or near-normal conditions. Short-term recovery returns vital life-support systems to minimum operating standards. Long-term recovery may continue for a number of years after a disaster and seeks to return life to normal or improved levels. Recovery activities include; temporary housing, loans or grants, disaster unemployment insurance, reconstruction, and counseling programs.

**Regional Response Team** - Established under CERCLA and operated under the National Response Team,

chaired by EPA and co-chaired by Coast Guard; composed of representatives of Federal agencies and a representative from each State in the Federal region.

**Response** - Activities occur immediately before, during, and directly after an emergency or disaster. They invoke lifesaving actions such as the activation of warning systems, manning the EOCs, implementation of shelter or evacuation plans, and search and rescue.

**Risk Analysis** - Assesses probability of damage (or injury) due to probable hazards, in light of the hazard analysis and vulnerability analysis.

**SARA** - Superfund Amendments and Reauthorization Act of 1986 (PL99-49-9). Extends and revises Superfund authority (in Title I & II). Title III of SARA includes detailed provisions for community planning and Right-To-Know systems.

**SERC** - State Emergency Response Commission, designated by the Governor, responsible for establishing HAZMAT planning districts and appointing/overseeing Local Emergency Planning Committees.

**Shelter** - A facility to house, feed, and care for persons evacuated from a risk area for periods of one or more days. For the risk areas the primary shelter and the reception center are usually located in the same facility.

**Staging Area** - A pre-selected location having large parking areas such as a major shopping area, schools, etc. The area is a base for the assembly of and management of responding resources.

**Standard Operating Guidelines (SOGs)** - Set of instructions having the force of a directive, covering features of operations which lend themselves to a definite or standardized procedure without loss of effectiveness, and implemented without a specific direct order from higher authority.

**State Emergency Response Plan** - Plan designated specifically for state-level response to emergencies or major disasters; which sets forth actions to be taken by the State and local governments, including those for implementing Federal disaster assistance.

**State Emergency Response Team (SERT)** - A team of emergency response personnel from the Department of Crime Control and Public Safety who are dispatched to the scene of a disaster in order to evaluate conditions, offer advice, and coordinate all recovery activities.

**State Warning Point (SWP)** - The State facility (State Highway Patrol Communications Center) that receives warnings and other emergency information over NAWAS and relays this information in accordance with current directives.

**Superfund Amendments and Reauthorization Act of 1986 (SARA)** - Act (PL99-499) reauthorizing the Comprehensive Environmental Response, Compensation, and Liability Act for another 5 years. Under Title III of SARA, new authorities are established for chemical emergency planning and preparedness, community right-to-know reporting, and toxic chemical release reporting.

**Threshold Planning Quantity (TPQ)** - The amount of an Extremely Hazardous Substance present in a facility at any one time which, when exceeded, subjects the facility to Emergency Planning Notification (sec.302).

**Threshold Report Quantity (TRQ)** - The amount of hazardous chemical present in a facility at any one time which, when exceeded, subjects the facility to the Hazardous Chemical Reporting requirements of 40 CFR 370. The threshold reduces over several years to a base value that will be the reporting level thereafter.

**Tier I or Tier II** - Inventory form for reporting Hazardous Chemicals (Sec. 312) and Extremely Hazardous Substances (Sec. 302). Tier II describes more detailed chemical quantity and location(s) within the facility.

**Tier III (of SARA)** - The "Emergency Planning and Community Right-to-Know Act of 1986". Specifies requirements for organizing the planning process at the State and local levels for specified extremely hazardous substances; minimum plan content; requirements for fixed facility owners and operators to inform officials about extremely hazardous substances present at the facilities; and mechanisms for making information about extremely hazardous substances available to citizens. (42 USC, sec.1101, et. seq.-1986)

**Traffic Control Points** - Places along evacuation routes that are manned to direct and control movement to and from the area being evacuated.

**Tropical Depression** - Rotary circulation at surface, highest constant wind 38 miles per hour (33 knots).

**Tropical Disturbance** - A moving area of thunderstorms in the tropics that maintains its identity for 24-hours or more. A common phenomenon in the tropics.

**Tropical Storm** - Distinct rotary circulation, constant wind speed ranges 39-73 miles per hour (34-63 knots).

**Tornadoes** - Spawned by hurricanes sometimes produce severe damage and casualties. If a tornado is reported in your area, a warning will be issued.

**Unified Command** – Command structure where agency or jurisdiction representatives work out of a single command post and collectively establish incident objectives.

**Vulnerability** - The susceptibility to life, property, and the environment to damage as a hazard manifests its potential.

**Vulnerability Analysis** - Identifies what is susceptible to damage. Should provide information on: extent of the vulnerable zone; population, in terms of size and types that could be expected to be within the vulnerable zone; private and public property that may be damaged, including essential support systems and transportation corridors; and environment that may be affected, and impact on sensitive natural areas and endangered species.

**Warning Point** - A facility that receives warning and other information and disseminates or relays this information in accordance with a prearranged plan.

## ACRONYMS AND ABBREVIATIONS

**ARC** - American Red Cross

**ARES** - Amateur Radio Emergency Service

**CFR** - Code of Federal Regulations

**CPCS** - Common Program Control Station

**CPG** - Civil Preparedness Guide

**DCI** - Division of Criminal Information

**EAS** - Emergency Alert System

**EHS** - Extremely Hazardous Substance

**EM** - Emergency Management

**EMC** - Emergency Management Coordinator

**EMS** - Emergency Medical Services

**EMT** - Emergency Medical Technician

**EOC** - Emergency Operations Center

**EOP** - Emergency Operations Plan

**FCC** - Federal Communications Commission

**FEMA** - Federal Emergency Management Agency

**GS** - General Statute

**HAZMAT** - Hazardous Materials

**IC** - Incident Commander

**ICS** - Incident Command System

**IDLH** - Immediately Dangerous to Life and Health

**IEMS** - Integrated Emergency Management System

**LEPC** - Local Emergency Planning Committee

**MSDS** - Material Safety Data Sheet

**NAWAS** - National Warning System

**NCEM** - North Carolina Division of Emergency Management

**NCERC** - North Carolina Emergency Response Commission

**NCGS** - North Carolina General Statutes

**NCP** - National Contingency Plan

**NFPA** - National Fire Protection Association

**NIMS** - National Incident Management System

**NOAA** - National Oceanic and Atmospheric Administration

**NRC** - Nuclear Regulatory Commission

**NRT** - National Response Team

**NWS** - National Weather Service

**OSHA** - Occupational Safety and Health Act

**PIO** - Public Information Officer

**RRT** - Regional Response Team

**SARA** - Superfund Amendments and Reauthorization Act

**SERC** - State Emergency Response Commission

**SERT** - State Emergency Response Team

**SOP** - Standard Operating Procedure

**SWP** - State Warning Point

**TLV** - Threshold Limit Value

**TPQ** - Threshold Planning Quantity

**TRQ** - Threshold Reporting Quantity

**USCG** - United States Coast Guard

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