

## CLARIFICATION OF TERMS

AAR	Association of American Railroads
ARCHIE	Automated Resource for Chemical Hazard Incident Evaluation
CAMEO	Computer-Aided Management of Emergency Operations
CERCLA	Comprehensive Environmental Response, Compensation, and Liability
Act of 1980	
CFR	Code of Federal Regulations
CHEMTREC	Chemical Transportation Emergency Center
DOT	Department of Transportation
EBS	Emergency Broadcast System
EER	Exercise Evaluation Report
EMD	<u>Emergency Management Director</u>
EMS	Emergency Medical Services
ENC	Emergency News Center
EOC	<u>Emergency Operations Center</u>
EPA	Environmental Protection Agency
ERG	"Emergency Response Guide" developed by DOT
FDNY ETD	<u>Evaluation Team</u> Director
FEMA	Federal Emergency Management Agency
IC	<u>Incident Commander</u>
ICS	<u>Incident Command System</u>
JIC	Joint Information Center
JNC	Joint News Center
JPIC	Joint Public Information Center
LEPC	Local Emergency Planning Committee
MOU	Memoranda of Understanding
MSDS	Material Safety Data Sheet
NFPA	National Fire Protection Association
NRC	National Response Center
NRT-1	National Response Team - 1 "Hazardous Materials Emergency Planning
Guide"	
NRT-2	National Response Team - 2 "Developing a Hazardous Materials
Exercise Program"	
OSC	On-Scene Coordinator
OSHA	Occupational Safety and Health Administration
PAR	Protective Action Recommendation
PIO	<u>Public Information Officer</u>
RCRA	Resource Conservation and <u>Recovery</u> Act of 1976
RRT	Regional Response Team
ERC	State Emergency Response Commission

## GLOSSARY

Action Levels: refers to thresholds for contamination that trigger the need for decontamination.

Alert: refers to a process involving the sounding of a warning signal to the public concerning the existence of an emergency situation to which they may need to respond.

Buddy System: refers to a system where all personnel entering the Hot Zone work at a minimum in pairs to assure their safety.

Buffer Zone: refers to an area adjacent to a Restricted Zone, to which personnel may enter, but for which protective measures are recommended to minimize exposure to hazardous materials.

Congregate Care Center: refers to a location where food, shelter, medical care, and counseling are available to evacuees.

Controllers: refers to those persons whose role is to ensure that the exercise goals, objectives & methodologies are sufficiently exercised to permit evaluation, that the level of activity keeps PLAYERS occupied and challenged, and that the pace of the exercise proceeds according to the scenario.

### Emergency Classification

Level: refers to a designated level describing the general characteristics of a emergency resulting from a Incident/Accident of a hazardous material.

### Emergency Management

Director: refers to the individual responsible for the management of the emergency response away from the Incident/Accident site.

### Emergency Operations

Center: refers to where department heads, government officers and officials, and volunteer disaster agencies gather to coordinate their response to an emergency.

Emergency Phase: refers to the initial phase of response actions, during which actions are taken in response to a threat of a release or a release in progress.

Evaluation Packet: refers to the material that the ETD) provides to each evaluator so that he is fully aware of his responsibilities in the exercise.

Evaluation Team: refers to the evaluators, controllers, and team and group leaders assigned to evaluate a hazardous materials exercise.

Evaluators: refers to those persons assigned to each major playing element to observe the exercise and gather data. Their primary role is to observe actions taken by Players and to record their observations. The evaluators' efforts provide the major portion of the documentation necessary to critique the exercise and produce an exercise report. The



evaluators may also assist the controllers in keeping the exercise on track, but will not interfere with the Players in the performance of their duties.

Facility: refers to any building, center, room(s), mobile unit(s), or vehicle(s) designed and equipped to support emergency operations.

Emergency Classification

Levels refers to a designated level describing the general characteristics of a emergency resulting from a Incident/Accident of a hazardous material. This is based upon FDNY 10-80 codes, the levels of response are:

10-80 Code 1: refers to "an incident or threat of a release which can be controlled by the first responders at the operational level from all agencies and does not require evacuation of other than the involved structure or immediate area. The incident is confined to a small area and does not pose an immediate threat to life, environment & property." The Fire Department's Hazardous Materials Response Team, DEP & personnel trained at the Technician / Specialists level are not required. Essentially, this potential emergency condition indicates that conditions exist that could lead to a release of hazardous materials into the environment.

10-80 Code 2: refers to "an incident involving a greater hazard or larger area which poses a potential threat to life, environment & property, and which may require a limited evacuation of the surrounding area." This indicates that hazardous materials have been released into the environment, but only limited segments of the general public are expected to be endangered. It requires the response of The Fire Department's Hazardous Materials Response Team, DEP & personnel trained at the Technician / Specialists level. It is not a full scale call for all Emergency Response agencies to respond. All special units are called as needed.

10-80 Code 3 refers to "an incident involving a severe hazard or a large area which poses an extreme threat to life environment & property and will probably require a large scale evacuation; or an incident requiring the expertise or additional resources beyond those committed to a 10-80 Code 2 . Additional assets of the City of New York, State, Federal, or private agencies will respond as per each agencies Emergency Response Plan and as needed by the Incident Commander.

Emergency Operations Center (EOC):refers to where department heads, government officers and officials, and volunteer disaster agencies gather to coordinate their response to an emergency.

Executive Summary refers to the final report issued on the exercise by the FDNY

Exercise rules: refer to a set of general rules on how the exercise will be conducted. Many of the same ground rules may apply in all hazardous materials exercises. Exercise rules define the role and authority of the chief controller(s), other controllers, exercise evaluators, and Players. Other rules for exercise conduct may include safety guidelines or information on pertinent State or local laws or regulations that may affect exercise participants and their play. The rules may also include procedures for when and how to terminate an exercise and for giving precedence to real emergencies.

Exercise scenarios refers to a sequential narrative account of a hypothetical incident or accident. The scenario provides the catalyst for the exercise and is intended to introduce situations which will inspire responses, and thus allow demonstration of the exercise goals,



objectives & methodologies. Most scenarios are initiated with an accident resulting in a release of, or the potential for a release of, a hazardous material.

Extent of play: refers to the extent to which the objective will be demonstrated through the completion of response actions corresponding to those that would be accomplished in a real emergency.

Full Emergency

Condition: refers to "an incident involving a severe hazard or a large area which poses an extreme threat to life, environment and property and will probably require a large-scale evacuation; or an incident requiring the expertise or resources of State, Federal, or private agencies/Emergency Response Agencies in addition to the assets of the City of New York."

Hot Zone: refers to the area immediately surrounding a hazardous materials Incident/Accident that extends to such a distance as to prevent adverse effects from the release to personnel located outside of this zone. Also referred to as the exclusion zone of Restricted Zone.

Incident/Accident: refers to a release or the potential for -a release of a hazardous material.

Incident Command

System: refers a system to manage the combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure with responsibility for the management of assigned resources to effectively accomplish stated goals, objectives & methodologies pertaining to an incident.

Incident Commander: refers to the individual responsible for the management of all incident operations.

Issues: refers to observed or identified problems in an organization's performance in the demonstration of exercise goals, objectives & methodologies

Limited Emergency

Condition: refers to "an incident involving a greater hazard or larger area which poses a potential threat to life or property, and which may require a limited evacuation of the surrounding area."

Local Resources: refers to all the resources that have been identified in the City of New York emergency response plan as being under the direct control and those resources controlled by other entities within the geographical boundaries of the City of New York's jurisdiction.

Mayoral Directive 82-2

(revised 1986): refers to the directive by the Mayor to agencies of the City of New York in which the agencies come to provide assistance to each other when such assistance is requested.

Media Center: refers to a Facility staffed by spokespersons from multiple response Emergency Response Agencies of the City of New York for the purpose of providing a single designated point of contact with the media and to facilitate exchange of information among spokespersons from different Emergency Response Agencies of the City of New York. 'this type of Facility is also referred to as a Joint Public Information Center (JPIC), a Joint Information Center (JIC), or an Emergency News Center (ENC).



Narrative Summary: refers to an objective description of the actions observed by the evaluator during the exercise. Identifies Issues raised during the course of the exercise activities and includes recommendations for improvement.

Notification: refers to a process involving the dissemination of the emergency and informational messages provided to the public regarding a hazardous materials Incident/Accident. This Notification process should follow the alert.

Observers: refers to a part of an audience who are spectators only.

On Scene Coordinator (OSC): refers to the individual responsible for the management of the emergency response away from the Incident/Accident site.

Players: refers to exercise participants who have assignments as Response Personnel of an emergency response organization or team that will be committed to execute or support specific Federal, State or local efforts. These assignments can include saving lives, protecting property and public health, obtaining and managing resources, and maintaining public safety upon the occurrence of an oil or hazardous material spill or release. Players will make decisions and respond to scenario events in as realistic a manner as possible. All Players should be familiar with the emergency response structure, functions, and procedures that they will be expected to perform.

Post-emergency Phase: refers to the phase of response actions, during which actions are taken after the release or the potential for a release has ceased.

Potential Emergency Condition: refers to "an incident or threat of a release which can be controlled by the first response agencies and does not require evacuation of other than the involved structure or immediate outdoor area. The incident is confined to a small area and does not pose an immediate threat to life or property."

Public Information

Officer: refers to a designated point of contact responsible for interface with the media or other appropriate agencies requiring information concerning the Incident/Accident.

Reception Center: refers to a Facility where registration, monitoring, and decontamination of evacuees takes place. Reception Centers may be housed in variety of facilities such as a school or fire station or a mobile trailer set up in a parking lot. Regardless of the nature of the Facility, the Emergency Response Agency should demonstrate the capability to provide adequate space for conducting the monitoring of evacuees, decontamination activities, and registration operations.

Recovery: refers to the efforts involved and resources dedicated to returning an affected area to its pre-emergency condition.

Reentry: refers to the return of evacuees to an affected area following a hazardous materials incident. Also may include the controlled Reentry of emergency personnel during or towards the end of an incident for sampling or monitoring purposes.

Participating Agency refers to any organization performing emergency operations in response to exercise scenario.

Restricted Zone

(exclusion /Hot): refers to an area to which authorized personnel may enter, but for which protective measures are mandatory to minimize exposure to hazardous materials; also known as "Hot Zone".

Route Alerting:

refers to a method of public alert and Notification in which the alert signals and Notifications are disseminated via equipment and staff which move through populated areas.

Safety Officer:

refers to a person responsible for monitoring and assessing safety hazards or unsafe situations and developing measures for ensuring personnel safety.

Special Populations:

refers to individuals with special needs such as the hearing impaired, visually impaired, mobility impaired, school children, nursing home residents, etc.

Team leader:

is responsible for a specific aspect of the exercise. For example, there may be two Team leaders: one for Surface transit activities and one for Subway activities. Or, in the case of multi-agency exercises, there may be a Team leader for each participating organization. Team leaders may assign specific responsibilities to one or more group leaders.

Team leader:

refers to a chronology of exercise events. A Team leader is compiled to provide a frame of reference for evaluating exercise performance and to evaluate time-sensitive actions (e.g., alert and Notifications). Team leaders and evaluators' meetings are essential for determining the coordination between the various response Emergency Response Agencies of the City of New York.

Time Line

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Traffic Controllers:

refers to persons assigned to assist in facilitating traffic flow and to restrict access into potentially hazardous areas.

Triage:

is the process of sorting or selection of patients to determine priority of care to be rendered to each.

29 CFR 1910.120:

refers to a regulation issued by the Occupation Health and Safety Administration (OSHA) on emergency response training for employees involved in operations with hazardous materials and hazardous waste.

29 CFR 1910.156:

refers to a regulation issued by the Occupation Health and Safety Administration (OSHA) covering requirements for equipment and procedures for the protection of firefighters.

40 CFR Part 311:

refers to a regulation issued by the U.S. Environmental Protection Agency (EPA) on emergency response training for employees involved in operations with hazardous materials and hazardous wastes.



## References

NRT-1, Hazardous Materials Emergency Planning Guide

NRT-2, Developing a Hazardous Materials Exercise Program - A Handbook for State and Local Officials, defines the various roles of participants involved in exercises. Frequently used terms that identify these roles include: PLAYERS, controllers, evaluators and Observers. Generally, these terms are defined as follows:

FEMA Hazardous Materials Exercise Evaluation Methodology Manual (Feb. 1992)

FEMA Hazardous Materials Exercise Evaluation Methodology Forms (Feb. 1992)

National Fire Academy Hazardous Materials Operating Site Practices

















