

**Survey & Certification  
Emergency Preparedness Initiative – All Hazards**

**EMERGENCY PREPAREDNESS ACRONYM & GLOSSARY LIST - Revised 9/2008**

<b>ACRONYMS</b>	
AAL	Authorized Access List
AAR	After-Action Report
ACE	Army Corps of Engineers
ACIP	Advisory Committee on Immunization Practices
ACL	Access Control List
ACLS	Advanced Cardiac Life Support
ACF	Administration for Children and Families (HHS)
ACS	Alternate Care Site
ADP	Automated Data Processing
AFE	Annual Frequency Estimate
AHRQ	Agency for Healthcare Research and Quality (HHS)
AIE	Annual Impact Estimate
AIS	Automated Information System
AISSP	Automated Information Systems Security Program
AMSC	American Satellite Communications
ANG	Air National Guard
ANSI	American National Standards Institute
AO	Accrediting Organization
AoA	Administration on Aging (HHS)
APE	Assistant Secretary for Planning and Evaluation (HHS)
APF	Authorized Program Facility
APHL	Association of Public Health Laboratories
ARC	American Red Cross
ARES	Amateur Radio Emergency Service
ARF	Agency Request Form
ARO	Annualized Rate of Occurrence
ASAM	Assistant Secretary for Administration & Management (HHS)
ASC	Ambulatory Surgical Center
ASC	Accredited Standards Committee
ASH	Assistant Secretary for Health (HHS)
ASL	Assistant Secretary for Legislation (HHS)
ASPA	Assistant Secretary for Public Affairs (HHS)
ASPE	Assistant Secretary for Planning & Evaluation (HHS)
ASPR	Assistant Secretary for Preparedness & Response (HHS)
ASRT	Assistant Secretary for Resources & Technology (HHS)
ATSDR	Agency for Toxic Substances & Disease Registry (HHS)
BARDA	Office of Biomedical Advanced Research and Development Authority
BCA	Business Case Analysis
BCCP	Business Continuity and Contingency Plan
BI	Background Investigation
BIA	Business Impact Analysis
BLS	Basic Life Support
BOD	Board of Directors
BT	Bioterrorism
BTA	Bioterrorism Act
BTCP	Biological Terrorism Contingency Plan
BUN	Blood Urea Nitrogen
BW	Biological Warfare/Weapons
BWC	Biological Weapons Convention
BWIC	Biological Warning and Incident Characterization

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C3I	Command, Control, Communications, Information
CAH	Critical Access Hospital
CAP	Corrective Action Program (DHS)
CASPER	Certification and Survey Provider Enhanced Reports (CMS)
CAST	Contractor Assessment Security Tool
CBRNE	Chemical, Biological, Radiological, Nuclear, or Explosive
CCMO	Consortium Contractor Management Officer
CCP	Crisis Counseling Training and Assistance Program
CCRF	Commissioned Corp Readiness Force (HHS)
CDC	Centers for Disease Control & Prevention (HHS)
C/E	Controller and Evaluator
C/E Handbook	Controller and Evaluator Handbook
CERT	Community Emergency Response Team.
CF	Complement Fixation
CFR	Code of Federal Regulations
CICG	Critical Infrastructure Coordination Group
CI/KR	Critical Infrastructure and Key Resources
CIO	Chief Information Officer
CLIA	Clinical Laboratory Improvement Act
CM	Configuration Management
CMHC	Community Mental Health Center
CMP	Configuration Management Plan
CMM	Center for Medicare Management (CMS)
CMS	Centers for Medicare and Medicaid Services (HHS)
CMSDC	CMS Data Center
CMSO	Center for Medicaid & State Operations
CMV	Cytomegalovirus
CO	Central Office (CMS)
COG	Continuity of Government (in some locations this also means Council of Governments)
COMSEC	Communications Security
COOP	Continuity of Operations Plan
COSIN	Control Staff Instructions
COTS	Commercial Off the Shelf
CPHA	Commission on Professional and Hospital Activities
CPM	Clinical Performance Measure
CPU	Central Processing Unit
CPX	Command Post Exercise
CQI	Continuous Quality Improvement
CRI	Cities Readiness Initiative
CROWN	Consolidated Renal Operations in a Web-Enabled Network
CSAT	Computer Security Awareness Training
CSEPP	Chemical Stockpile Emergency Preparedness Program
CSID	Centralized Scheduling and Information Desk
CSIRC	Computer Security Incident Response Capability
CSR	Core Security Requirements
CSS	Cross-Site Scripting
CSSP	Computer Systems Security Plan
CST	Civil Support Team (National Guard)
CSTE	Council of State and Territorial Epidemiologists

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DAB	Departmental Appeals Board (HHS)
DAT	Diphtheria Antitoxin
DDOS	Distributed Denial Of Service
DEOC	CDC Director's Emergency Operations Center (HHS)
DES	Data Encryption Standard
DFA	Direct Fluorescent Antibody
DFO	Disaster Field Office
DHS	United States Department of Homeland Security
DMAT	Disaster Medical Assistance Team
DME	Durable Medical Equipment
DMERC	Durable Medical Equipment Regional Carrier
DMORT	Disaster Mortuary Operational Response Team
DMZ	Demilitarized Zone
DoD	United States Department of Defense
DOJ	United States Department of Justice
DOS	Denial of Service
DRSP	Drug-Resistant Streptococcus Pneumoniae
DS	Office of the Deputy Secretary (HHS)
DSL	Digital Subscriber Line
DT	Diphtheria and Tetanus Toxoids
DTaP	Diphtheria and Tetanus Toxoids and Acellular Pertussis Vaccine
DTP	Diphtheria and Tetanus Toxoids and Whole-Cell Pertussis Vaccine
EAS	Emergency Alert System
EC	Executive Committee
EDEES	ESRD Data Entry and Editing System (CMS)
EDI	Electronic Data Interchange
EDP	Electronic Data Processing
EEG	Exercise Evaluation Guide
EF	Exposure Factor
EIA	Enzyme-Immunoassay
ELISA	Enzyme-Linked Immunosorbent Assay
ELR	Electronic Laboratory Reporting
EMA	Emergency Management Agency
EMAC	Emergency Management Assistance Compact
EMG	Emergency Management Group
EMI	Electromagnetic Interference
EMS	Emergency Medical Services
EMT	Emergency Medical Technician
EO	Executive Order
EOC	Emergency Operations Center
EOD	Explosive Ordnance Disposal
EOP	Emergency Operating Procedure/ Emergency Operations Plan
EPA	United States Environmental Protection Agency
EPO	Epidemiology Program Office
EPRI	Emergency Preparedness Resource Inventory Database Tool
EPW	Exercise Plan Workshop
ERT (A, N)	Emergency Response Team (A = Advance, N = National)
ESAR-VHP	Emergency System for Advance Registration of Volunteer Health Professions (HHS)
ESF	Emergency Support Function
ESRD	End Stage Renal Disease

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EVALPLAN	Evaluation Plan
EXPLAN	Exercise Plan
FAA	Federal Aviation Administration
FAMA	Fluorescent Antibody to Membrane Antigen
FAR	Federal Acquisition Regulation
FBI	Federal Bureau of Investigation (DOJ)
FCO	Federal Coordinating Officer
FDA	Food & Drug Administration (HHS)
FE	Functional Exercise
FEMA	Federal Emergency Management Agency (DHS)
FFS	Fee-for-Service (CMS)
FI	Fiscal Intermediary (CMS)
FIPS	Federal Information Processing Standards
FISCAM	Federal Information System Controls Audit Manual
FMS	Federal Medical Shelter
FMIB	Financial Management Investment Board
FQHC	Federally Qualified Health Center
FRERP	Federal Radiological Emergency Response Plan
FSE	Full-Scale Exercise
FSLT	Federal, State, Local, and Tribal
FTP	File Transfer Protocol
GAO	General Accounting Office
GIS	Geographic Information System
GISRA	Government Information Security Reform Act
GSA	General Services Administration
GSS	General Support System
G&T	Office of Grants and Training (DHS)
HA	Hemagglutinin
HAV	Hepatitis A Virus
HAvBED	Hospital Available Bed System (HHS)
HAZMAT	Hazardous Materials
HBcAg	Hepatitis B Core Antigen
HBeAg	Hepatitis B e antigen
HBIG	Hepatitis B immune globulin
HBsAg	Hepatitis B surface antigen
HBV	Hepatitis B Virus
HCBS	Home and Community-Based Services
HCQIP	Health Care Quality Improvement Program
HCT	Hematocrit
HCV	Hepatitis C Virus
HD	Hemodialysis
HDV	Hepatitis D Virus
HFP	Healthcare Facility Partnership Program (HHS)
HHA	Home Health Agency
HHS	United States Department of Health and Human Services
HHS SHO	Health and Human Services Senior Health Official
HIC	Health Insurance Claim
HI	Hemagglutination Inhibition
Hi	Haemophilus Influenzae

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Hib	Haemophilus Influenzae Type b
HIPAA	Health Insurance Portability and Accountability Act
HISM	Handbook of Information Security Management
HMO	Health Maintenance Organization
HPP	Hospital Preparedness Program (HHS)
HRSA	Health Resources and Services Administration (HHS)
HSAS	Homeland Security Advisory System
HSEEP	Homeland Security Exercise and Evaluation Program
HSGP	Homeland Security Grant Program
HSIN	Homeland Security Information Network
HSPD	Homeland Security Presidential Directive
HVA	Hazard and Vulnerability Assessment
IA	Information Assurance
IC	Incident Command
ICF	Intermediate Care Facility
ICF/MR	Intermediate Care Facility for Persons with Mental Retardation
ICS	Incident Command System
IDS	Intrusion Detection System
IED	Improvised Explosive Device
IFA	Indirect Fluorescent Antibody
IG	Immune Globulin
IGA	Office of Intergovernmental Affairs
IHS	Indian Health Services (HHS)
IMAP	Internet Message Access Protocol
IMRP	Instruction Manual for Renal Providers
INFOSEC	Information Security
INS	Incident of National Significance
IOM	Institute of Medicine
IOS	Immediate Office of the Secretary (HHS)
IP	Improvement Plan
IPC	Initial Planning Conference
IPV	Inactivated Poliovirus Vaccine
IRCT (A)	Incident Response Coordination Team (A = Advance)
IS	Information System
ISA	Information Sensitivity Assessment
ISP	Immediate Services Program (FEMA)
ISS	Information Systems Security
ISSO	Information Systems Security Officer
ISSP	Information Systems Security Plan
IT	Information Technology
ITA	Information Technology Architecture
ITMRA	Information Technology Management Reform Act
IV&V	Independent Validation & Verification
JFO	Joint Field Office
LA	Latex Agglutination
LAN	Local Area Network
LEPC	Local Emergency Preparedness/Planning Council
LLIS	Lessons Learned Information Sharing
LRN	Laboratory Response Network

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MA	Mission Assignment
MAA	Mutual Aid Agreement
MACC	Multi-Agency Coordination Center
MBI	Minimum Background Investigation
MCM	Medicare Carriers Manual (CMS)
MCS	Multiple Console Support
MDCN	Medicare Data Communications Network (CMS)
MDS	Minimum Data Set (CMS - data set for nursing homes)
MIM	Medicare Intermediary Manual (CMS)
MIS	Management Information Services (CMS)
MIPT	National Memorial Institute for the Prevention of Terrorism
MMRS	Metropolitan Medical Response System
MMWR	Morbidity and Mortality Weekly Report
MMR	Measles-Mumps-Rubella Vaccine
MNAT	Medical Needs Assessment Team
MOA	Memorandum of Agreement
MOU	Memorandum of Understanding
MPC	Mid-Term Planning Conference
MR	Measles-Rubella Vaccine
MRB	Medical Review Board
MRC	Medical Reserve Corps
MSAEFI	Monitoring System for Adverse Events Following Immunization
MSDS	Material Safety Data Sheet
MSEL	Master Scenario Events List
MTL	Master Task List
MVS	Multiple Virtual Storage
NA	Neuraminidase
NACI	National Agency Check and Inquiries
NARA	National Archives and Records Administration
NASA	National Aeronautical and Space Administration
NC	Network Council
NCC	Network Coordinating Council
NCCLS	National Committee for Clinical Laboratory Standards
NCHS	National Center for Health Statistics
NCI	National Cancer Institute
NCID	National Center for Infectious Diseases
NCP	National Contingency Plan
NCRSR	National Congenital Rubella Syndrome Registry
NCSC	National Computer Security Center
NCVIA	National Childhood Vaccine Injury Act of 1986
NDMS	National Disaster Medical System
NEISS	National Electronic Disease Surveillance System
NEHC	Neighborhood Emergency Help Center
NEP	National Exercise Program
NETSS	National Electronic Telecommunications System for Surveillance
NEXS	National Exercise Schedule System (DHS)
NF	Nursing Facility
NFPA	National Fire Protection Association
NFS	Network File System
NGO	Non-Governmental Organization

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NHANES	National Health and Nutrition Examination Survey
NHIS	National Health Interview Survey
NHV	Natural Hazard Vulnerability
NIC	National Incident Commander
NIDDK	National Institute of Diabetes and Digestive and Kidney Diseases
NIE	Net Impact Estimate
NIH	National Institutes of Health (HHS)
NIP	National Improvement Project
NIMS	National Incident Management System
NIP	National Immunization Program
NIPC	National Infrastructure Protection Center
NIPP	National Infrastructure Protection Plan
NIST	National Institute of Standards and Technology
NJTTF	National Joint Terrorism Task Force
NLD DPP	Nunn-Lugar-Domenici Domestic Preparedness Program
NLE	National Level Exercise
NMRS	National Medical Response System
NMRT	National Medical Response Team
NNDSS	National Notifiable Diseases Surveillance System
NOS	Network Operating System
NPG	National Preparedness Goal
NPP	Narrative Project Plan
NPS	National Planning Scenarios
NRAA	National Renal Administrators Association
NRP	National Response Plan
NSA	National Security Agency
NSC	National Security Council
NSSE	National Special Security Event
NSTISSC	National Security Telecommunications & Information Systems Security Committee
NT	New Technology
NVICP	National Vaccine Injury Compensation Program
OASIS	Outcome and Assessment Information Set (CMS Assessment Data Set for HHAs)
OCR	Office for Civil Rights (HHS)
OCSQ	Office of Clinical Standards and Quality (CMS)
OD	Office on Disability (HHS)
ODIE	Online Data Input and Edit System (CMS)
ODP	Office for Domestic Preparedness
OFRD	Office of Force Readiness and Deployment
OGC	Office of the General Counsel (CMS)
OGHA	Office of Global Health Affairs (HHS)
OIC	Opportunity to Improve Care
OIG	Office of the Inspector General (HHS)
OIS	Office of Information Services
OMB	Office of Management and Budget
OMHA	Office of Medicare Hearings & Appeals (HHS)
OPA	Organ Procurement Agencies
OpDiv	Operating Division
OPHEMC	Office of Public Health Emergency Medical Countermeasures (HHS)
OPHS	Office of Public Health and Science (HHS)
OPM	Office of Personnel Management
OPO	Organ Procurement Organization

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OPTN	Organ Procurement and Transplantation Network
OPV	Oral Poliovirus Vaccine
OS	Operating System
OS	Office of the Secretary
OSC	Operations Support Center
OSG	Office of the Surgeon General (HHS)
OSCAR	Online Survey Certification and Reporting System (CMS)
P3P	Platform for Privacy Preferences Project
P&D	Prevention and Deterrence
P&I	Pneumonia and influenza
P&P	Policies and Procedures
PAHPA	Pandemic and All-Hazards Preparedness Act
PCR	Polymerase chain reaction
PD	Peritoneal Dialysis
PDD	Presidential Decision Directive
PDS	Partitioned Data Sets
PEP	Pre-positioned Equipment Program
PH	Passive Hemagglutination
PHE	Public Health Emergency
PHLIS	Public Health Laboratory Information System
PHS	Public Health Services
PIN	Personal Identification Number
PIP	Performance Improvement Plan
PIO	Public Information Officer
PMMIS	Program Management and Medical Information System
PPE	Personal Protective Equipment
PRCP	Project Review and Coordination Panel
PROFLOW	Procedural Flow
PSGH	Policy Standards and Guidelines Handbook (CMS)
PSO	Physical Security Officer
QA	Quality Assurance
QI	Quality Improvement
QIES	Quality Information Enterprise System (CMS)
QIO	Quality Improvement Organization (CMS)
QIP	Quality Improvement Project
RA	Risk Assessment
RASH	Rapid Surveillance Helper
RAT	Rapid Assistance Team
RD	Regional Director (HHS)
RDS	Remote Data Services
REBUS	Renal Beneficiary and Utilization System (CMS)
REC	Regional Emergency Coordinators (HHS)
REMIS	Renal Management Information System (CMS)
REPP	Radiological Emergency Preparedness Program
RET	Reportable Events Table
RFI	Radio Frequency Interference
RFP	Requests for Proposals
RHA	Regional Health Administrator
RHC	Rural Health Center



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RIA	Radioimmunoassay
RO	Regional Office (CMS)
ROB	Rules of Behavior
RPA	Renal Physicians Association
RPC	Remote Procedure Call
RRCC	Regional Response Coordination Center (HHS)
RSP	Regular Services Program (FEMA)
SA	State Survey Agency (CMS)
SAA	State Administrative Agency
SAMHSA	Substance Abuse & Mental Health Services Administration (HHS)
SAP	State Assistance Plan
SAR	Safeguard Activity Report
SBI	Single Scope Background Investigation
SBU	Sensitive But Unclassified
S&C	Survey and Certification (CMS)
SCG	Survey and Certification Group (CMS)
SCO	State Coordinating Officer
SDLC	System Development Life Cycle
SER	Scientific, Engineering, and Research
SG	Surgeon General (HHS)
SHC	State Health Coordinator (HHS)
SHO	Senior Health Official (HHS)
SHSEEP	State Homeland Security Exercise and Evaluation Program (DHS)
SIMCELL	Simulation Cell
SIMS	Standard Information Management System
SIRT	Security Incident Response Team
SISSO	Senior Information Systems Security Officer
SITMAN	Situation Manual
SITREP	Situation Report
SLE	Single Loss Expectancy
SLOSH	Sea, Lake, and Overland Surges for Hurricanes
SM	System Manager
SMF	System Management Facility
S-MIME	Secure Multi-purpose Internet Mail Extensions
SME	Subject Matter Expert
SMO	Senior Management Official (CDC)
SNF	Skilled Nursing Facility
SNS	Strategic National Stockpile
SOC	Secretary's Operations Center
SOR	System of Records
SOE	Senior Officials Exercise
SOM	State Operations Manual (CMS)
SONS	Spill of National Significance
SOP	Standard Operating Procedure
SOW	Statement of Work
SPR	Safeguard Procedures Report
SPSS	Supplementary Pertussis Surveillance System
SSA	Social Security Administration
SSC	Systems Security Coordinator
SSG	Security and Standards Group
SSH	Secure Shell

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SSI	Security/Suitability Investigation
SSL	Secure Socket Layer
SSM	Standard System Maintainers
SSN	Social Security Number
SSO	Systems Security Officer
SSP	System Security Plan
SSPM	System Security Plans Methodology
SSPS&GH	System Security Policy Standards and Guidelines Handbook
SSSA	Senior Systems Security Advisor
ST&E	Security Test and Evaluation
SWAT	Special Weapons And Tactics
TCL	Target Capabilities List
TCP	Transmission Control Protocol
TIG	Tetanus Immune Globulin
TLS	Transport Layer Security
TO	Training Office
TOPOFF	Top Officials National Exercise Series
TQE	Total Quality Environment
TSA	Transportation Security Administration (DHS)
TT	Tetanus Toxoid
TTX	Tabletop Exercise
UA	Universal Adversary
UASI	Urban Areas Security Initiative
UAWG	Urban Area Working Group
UC	Unified Command
UCS	Unified Command System
UL	Underwriter's Laboratory
UNOS	United Network for Organ Sharing
U.S.C	United States Code
USDA	United States Department of Agriculture
US PHS	United States Public Health Service
USRDS	United States Renal Data System
UTL	Universal Task List
UTCP	Unified Tactical Communications Program
UTM	Universal Transverse Mercator
VA	Department of Veteran's Affairs
VAE	Vaccine Adverse Event
VAERS	Vaccine Adverse Event Reporting System
VAPP	Vaccine-Associated Paralytic Poliomyelitis
VHA	Veterans Health Administration
VHSP	Viral Hepatitis Surveillance Program
VISION	Vital Information System to Improve Outcomes in Nephrology
VMAT	Veterinary Medical Assistance Team
VOAD	Volunteer Organizations Active in Disasters
VPN	Virtual Private Network
VPD	Vaccine-Preventable Disease
VZIG	Varicella-Zoster Immune Globulin
VZV	Varicella-Zoster Virus

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WHO	World Health Organization
WMD	Weapon of Mass Destruction
WSR	Weather Surveillance Radar
ZECP	Zone Emergency Communications Planner

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<b>GLOSSARY</b>	
<b>A</b>	
<b>Actor</b>	Volunteer victims who simulate specific roles, including injuries from a disaster, to add realism to an exercise.
<b>Actor Briefing</b>	Briefing generally conducted the morning of the exercise, prior to the victim actors taking their positions on the exercise field. The victim actor coordinator should lead this briefing and include the following information: exercise overview, safety, what to do in the event of an actual emergency, symptomology, acting instructions, and schedule. Identification badges and symptomology cards should be distributed before or during this briefing. If moulage is to be applied to actors, it should be completed before the briefing.
<b>Advanced Life Support Ambulance (ALS)</b>	An ambulance service capable of delivering advanced skills performed by an EMS practitioner, e.g. intravenous fluids and drug administration.
<b>Adjuvant</b>	A substance added to a vaccine to improve the immune response so that less vaccine is needed to provide protection.
<b>After Action Conference</b>	A post-exercise forum in which key personnel and the exercise planning team are presented with findings and recommendations from the After Action Report (AAR) and an Improvement Plan is developed.
<b>After Action Report (AAR)</b>	The final exercise document, produced by the exercise planning team and/or the evaluation team, describing what happened, noting any exemplary practices, identifying issues to be addressed, and providing recommendations for improvements. The AAR should be submitted to participant and/or federal officials.
<b>APHIS</b>	Animal and Plant Health Inspection Service, a part of the U.S. Department of Agriculture that provides leadership in ensuring the health and care of animals and plants.
<b>Agency</b>	An administrative division of government.
<b>Agent Fact Sheet</b>	Specific information regarding the scenario agent used in an exercise (i.e. anthrax, small pox). Fact sheets might include properties, symptoms, effects, lethality, transmissibility, decontamination or prophylaxis methods, etc.
<b>All-Hazard</b>	Covering all possible hazards whether natural, accidental negligent or intentional.
<b>All-Hazards Preparedness</b>	Preparedness for domestic terrorist attacks, major disasters and other emergencies.
<b>Advanced Life Support Ambulance (ALS)</b>	An ambulance service capable of delivering advanced

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<b>GLOSSARY</b>	
	skills performed by an EMS practitioner, e.g. intravenous fluids and drug administration.
<b><i>Anthrax</i></b>	A noncontagious potentially fatal disease caused by breathing, eating, or skin contact with spores of the skin bacteria known as <i>Bacillus anthracis</i> .
<b><i>Antibiotic</i></b>	A substance produced by bacteria or fungi that destroys or prevents the growth of other bacteria and fungi.
<b><i>Antibody</i></b>	A protein produced by the body's immune system in response to a foreign substance (antigen). Our bodies fight off an infection by producing antibodies. An antibody reacts specifically with the antigen that triggered its formation and its function is to inactivate the antigen.
<b><i>Antigen</i></b>	Any foreign substance, usually a protein that stimulates the body's immune system to produce antibodies. (The name antigen reflects its role in stimulating an immune response - antibody generating.)
<b><i>Antiviral</i></b>	Drug that is used to prevent or cure a disease caused by a virus, by interfering with the ability of the virus to multiply in number or spread from cell to cell.
<b><i>Assembly Area</i></b>	The gathering place for deployable resources prior to the start of many operations-based exercises. All response units are dispatched from this area, thus all personnel, organizations, and resources playing and responding to the primary incident site (where the triggering event takes place) should report to the assembly area.  (Note: Participants playing at offsite locations (e.g., hospitals, Emergency Operations Centers [EOCs]) should report to the areas designated by their respective organizations or controllers.)
<b><i>Assembly Area Controller</i></b>	Responsible for the logistical organization of the assembly area, including placement locations for units and coordination of exiting patterns for dispatched units.
<b><i>Asymptomatic</i></b>	Presenting no symptoms of disease.
<b><i>Avian Flu</i></b>	A highly contagious viral disease with up to 100% mortality in domestic fowl caused by influenza A virus subtypes H5 and H7. All types of birds are susceptible to the virus but outbreaks occur most often in chickens and turkeys. The infection may be carried by migratory wild birds, which can carry the virus but show no signs of disease. Humans are only rarely affected.
<b><i>B</i></b>	
<b><i>Basic Life Support Ambulance (BLS)</i></b>	An ambulance service capable of delivering basic emergency interventions performed by EMS practitioners trained and credentialed to do so, e.g., splinting, bandaging, oxygen administration.

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<b>GLOSSARY</b>	
<b>Best Practices</b>	Peer-validated techniques, procedures, and solutions solidly grounded in actual experience in operations, training, and exercises. (Note: Exercise After Action Reports (AARs) should identify lessons and highlight exemplary practices. Many of these can be found on <a href="http://www.hhs.gov">www.hhs.gov</a> , the Department of Homeland Security's lessons learned/best practices portal.)
<b>Biological Attack</b>	The deliberate release of germs or other biological substances that can cause sickness.
<b>Biological Incident</b>	A natural, accidental, negligent or deliberate exposure involving biological agents.
<b>Bio-Safety Level</b>	<p>A system for classifying laboratory safety practices, in four levels, by degree of protection provided to personnel, the environment, and the community for laboratories dealing with infectious microorganisms.</p> <p>Laboratories dealing with microorganisms not known to consistently cause disease in healthy humans require no special practices and operate at Bio-Safety Level 1. Laboratories dealing with the most dangerous and exotic microorganisms that pose high risk of life threatening disease require the most stringent practices to protect against contact or release of the microorganisms and operate at Bio-Safety Level 4. (Contrast with Laboratory Levels)</p>
<b>Bioterrorism</b>	The use of a biological agent in a terrorist incident; the intentional use of microorganism or toxins derived from living organisms to produce death or disease in humans, animals, or plants.
<b>Building Block Approach</b>	A planned exercise cycle of increasing complexity, with each exercise designed to build upon the next, in terms of scale and experience.
<b>C</b>	
<b>Capability</b>	The means to accomplish one or more tasks under specific conditions and to specific performance standards. A capability may be delivered with any combination of properly planned, organized, equipped, trained, and exercised personnel that achieves the intended outcome.
<b>Carrier</b>	A person or animal that harbors a specific infectious agent without discernible clinical disease and serves as a potential source of infection. The carrier state may be of short or long duration (temporary or transient carrier or chronic carrier).
<b>Category-A Agents</b>	The biological terrorism agents having the greatest potential for adverse public health impact with mass casualties. The Category "A" diseases are: smallpox; anthrax; plague; botulism; tularemia; viral hemorrhagic

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<b>GLOSSARY</b>	
	fevers (e.g., Ebola and Lassa viruses).
<b>Category-B Agents</b>	Could be used to contaminate food or water sources. Agents are more readily available, may not necessarily cause mass casualties, and their use may often be found more often in the setting of biological crime or extortion than terrorism
<b>Category-C Agent</b>	Emerging infectious diseases or agents with characteristics that could be exploited for deliberate dissemination.
<b>Centers for Disease Control and Prevention (CDC)</b>	The U.S. government agency at the forefront of public health efforts to prevent and control infectious and chronic diseases, injuries, workplace hazards, disabilities, and environmental health threats. CDC is one of 13 major operating components of the Department of Health and Human Services.
<b>CDC Type C Facility</b>	An isolation facility that meets the following requirements: a structure with non-shared air conditioning, heating, and ventilating systems that exhausts 100% of air to the outside through HEPA filter or is located at least 100 yards from any other occupied building or area; adequate water, electricity, heating, cooling, and closed-window ventilation to maintain activities of daily living and tertiary medical care of residents; a communication system that allows for dependable communication within and outside of the facility (e.g. telephone or intercom system); ability to provide the following medical care within the facility: supportive care with iv fluids, antibiotics, etc. skin care: oxygen monitoring (pulse ox) and oxygen (in-line or portable); medical vital signs monitoring; cardiac and respiratory resuscitation; ventilatory support; suctioning equipment; basic laboratory evaluations (blood chemistries, CBC); radiology (portable chest x-ray) staffing resources (to be determined by severity of illness) A Type C facility is appropriate for confirmed, probable, and suspected smallpox cases.
<b>CDC Type R Facility</b>	(R = residential) may be the person's own home. A Type R facility is appropriate for asymptomatic contacts (not infectious).
<b>CDC Type X Facility</b>	Meets the same isolation and general supply requirements as a Type C Facility. However, Type X Facilities need to supply only basic medical care functions such as monitoring vital signs.
<b>Chemical Agent</b>	A chemical substance that produces incapacitation, serious injury or death.
<b>Chemical Attack</b>	The deliberate release of a toxic gas, liquid, or solid that can poison people and the environment.

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<b>GLOSSARY</b>	
<b><i>Chemical Incident</i></b>	An accidental or deliberate exposure involving chemical agents.
<b><i>Chemical Terrorism</i></b>	The use of a chemical agent in a terrorist incident to intentionally inflict harm upon others.
<b><i>Clade</i></b>	<p>A group of organisms, such as a species, whose members share homologous features derived from a common ancestor.</p> <p>The avian virus H5N1 clade 1 includes human and bird isolates from Vietnam, Thailand, Cambodia, Laos, and Malaysia. Clade 2 viruses have been identified in bird isolates from China, Indonesia, Japan, and South Korea.</p>
<b><i>Communicable Disease</i></b>	An illness due to a specific infectious agent or to toxic products that arises through transmission of that agent or its products from an infected person or animal to a susceptible host. (Contrast with infectious disease).
<b><i>Communications</i></b>	The system by which the message is communicated.
<b><i>Concept and Objectives Meeting (C&amp;O Meeting)</i></b>	Initial exercise planning meeting used to identify, or agree upon an already identified, the type, scope, objectives, and purpose of the exercise. Typically attended by the sponsoring agency, lead exercise planner, and senior officials.
<b><i>Contagious</i></b>	A contagious disease is easily spread from one person to another by contact with the infectious agent that causes the disease. The agent may be in droplets of liquid particles made by coughing or sneezing, contaminated food utensils, water or food.
<b><i>Contextual Injects</i></b>	A scenario element, from the Master Scenario Events List (MSEL), introduced to a player by a controller to help build the contemporary operating environment. Injects should drive players towards the achievement of exercise objectives. If, for example, the exercise objectives include information sharing, a contextual inject could call for one actor to portray a suspect, and another to approach a law enforcement officer/participant and inform him/her of the suspicious behavior.
<b><i>Contingency Injects</i></b>	A scenario element, from the Master Scenario Events List (MSEL), used to generate specific and necessary player action when players themselves have failed to take said action. If, for example, a simulated secondary device is placed at an incident scene but not discovered, a controller would use a contingency inject by prompting an actor to approach a player/responder and report suspicious activity close to the device location. This should prompt the discovery of the device by the player/responder, and result in subsequent notification of law enforcement (i.e., the bomb squad).



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<b><i>Contingency Plan</i></b>	Targets a specific issue or event that arises during the course of disaster operations and presents alternative actions to respond to the situation.
<b><i>Continuity of Operations Plan (COOP)</i></b>	An effective COOP includes the activities of individual departments and agencies, and their subcompartments to ensure that their essential functions are performed. COOP activities include: <ul style="list-style-type: none"> <li>• Plans and procedures to ensure that essential functions are performed,</li> <li>• Tests, training and exercises essential for ensuring a viable COOP capability.</li> </ul>
<b><i>Controller and Evaluator Briefing</i></b>	A pre-exercise overview given to controllers and evaluators, generally conducted the day before an operations-based exercise. Generally 1-2 hours, the briefing covers the exercise purpose, scenario, location, schedule of events, control concept, controller and evaluator responsibilities.
<b><i>Controller and Evaluator Debrief</i></b>	A forum, conducted by the planning team and/or the evaluation team, for functional area controllers and evaluators to review and provide feedback on the exercise. Through facilitated discussion controllers and evaluators discuss the strengths and weaknesses of the functional area they observed. During the debrief, controllers and evaluators should complete and submit their Exercise Evaluation Guides (EEGs) and feedback forms, the results of which will be captured for inclusion in the After Action Report (AAR).
<b><i>Controller and Evaluator Handbook (C/E Handbook)</i></b>	An exercise overview and instructional manual for controllers and evaluators. The C/E Handbook supplements the Exercise Plan (EXPLAN), an overview given to players, contains more detailed information about the scenario, and describes controllers' and evaluators' roles and responsibilities.  Because the C/E Handbook contains information on the scenario and exercise administration, it should be distributed only to those individuals specifically designated as controllers or evaluators. Larger, more complex exercises may use Control Staff Instructions (COSIN) and an Evaluation Plan (EVALPLAN) in place of, or to supplement, the C/E Handbook.
<b><i>Controllers</i></b>	Planners and managers of operations-based exercise play who set up and operate the exercise incident site, and possibly take the roles of response individuals and agencies not actually participating in the exercise. Controllers give key data to players and may prompt or initiate certain player actions (as listed in the Master

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	<p>Scenario Events List (MSEL) to ensure that objectives are met and the exercise maintains continuity. Controllers are the only participants who should provide information or direction to players.</p> <p>All controllers should be accountable to one senior controller. (Note: If conducting an exercise requires more controllers or evaluators than are available, a controller may serve as an evaluator; however, this typically is discouraged.)</p>
<b>Counterterrorism</b>	The full range of activities directed against terrorism, including preventive, deterrent, response and crisis management efforts.
<b>Critical Infrastructure Protection</b>	Actions taken to reduce the likelihood of attack on assets or systems and limit the impact should an attack occur reducing the vulnerability of critical infrastructure/key resources (CI/KR) in order to deter, mitigate, or neutralize terrorist attacks. Critical infrastructure protection includes the activities that identify CI/KR, assess vulnerabilities, prioritize CI/KR, and develop protective programs and measures, because these activities ultimately lead to the implementation of protective strategies to reduce vulnerability.
<b>Counterterrorism</b>	The full range of activities directed against terrorism, including preventive, deterrent, response and crisis management efforts.
<b>D</b>	
<b>Debrief</b>	<p>A forum for planners, facilitators, controllers, and evaluators to review and provide feedback on the exercise. It should be a facilitated discussion that allows each person an opportunity to provide an overview of the functional area they observed and document both strengths and areas for improvement. The debrief should be facilitated by the Lead Exercise Planner or the Exercise Director; results should be captured for inclusion in the After Action Report (AAR).</p> <p>(Note: Other sessions, such as a separate debrief for hospitals (during an operations-based exercise), may be held as necessary.)</p>
<b>U.S. Department of Interior (DOI)</b>	The government agency that protects and provides access to our Nation's natural resources.
<b>Decontamination</b>	The process of making people, objects, or areas safe by absorbing, destroying, neutralizing, making harmless, or removing chemical, biological, or radiological material.
<b>Design and Development Stage</b>	A stage in the exercise process, proceeding Foundation and preceding Conduct. The design and development stage focuses on identifying objectives, designing the

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	scenario, creating documentation, coordinating logistics, planning exercise conduct, and selecting an evaluation and improvement methodology.
<b><i>Direct Exercise Support</i></b>	<p>Requested monies provided to States and local jurisdictions by the Department of Homeland Security (DHS) for exercise planning and conduct under the Homeland Security Exercise and Evaluation Program (HSEEP).</p> <p>(Note: States and local jurisdictions may use direct support money to pay for contractor assistance in both exercise planning and conduct).</p>
<b><i>Dirty Bomb</i></b>	The use of common explosives to spread radioactive materials over a targeted area. Also known as a radiation attack, a “dirty bomb” is not a nuclear blast, but rather an explosion with localized radioactive contamination.
<b><i>Disaster, major (Federal)</i></b>	“Major disaster” means 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 major disaster assistance under this [Stafford] Act to supplement the efforts and available resources of States, local governments, and disaster relief organizations in alleviating the damage, loss, hardship, or suffering caused thereby. (From: Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended by Public Law 106-390, October 30, 2000, Sec. 102).
<b><i>Discussion-Based Exercises</i></b>	<p>Exercises normally used as a starting point in the building block approach to the cycle, mix, and range of exercises. Discussion-based exercises include seminars, workshops, tabletop exercises (TTXs), and games.</p> <p>These types of exercises typically highlight existing plans, policies, mutual aid agreements, and procedures. Thus, they are exceptional tools for familiarizing agencies and personnel with current or expected jurisdictional capabilities.</p> <p>Discussion-based exercises typically focus on strategic, policy-oriented issues, and operations-based exercises tend to focus more on tactical response-related issues. Facilitators and/or presenters usually lead the discussion, keeping participants on track while meeting the objectives of the exercise.</p>
<b><i>Drift</i></b>	One process in which influenza virus undergoes mutation. The amount of change can be subtle or dramatic, but eventually as drift occurs, a new variant strain will become

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	dominant. This process allows influenza viruses to change and re-infect people repeatedly through their lifetime and is the reason influenza virus strains in vaccine must be updated each year. See shift.
<b>Drills</b>	Small-scale, internally conducted, activities aimed at providing a more “hands-on” teaching environment to familiarize staff with actual procedures necessary for emergency operations. They may be stopped and restarted in order to clarify a point, provide instruction, allow for observations from the evaluator and evaluatee, or to permit the evaluatee a second chance to perform a procedure or activity.
<b>E</b>	
<b>Emergency (Federal)</b>	Any occasion or instance for which, in the determination of the President, Federal assistance is needed to supplement State and local efforts and capabilities to save lives and to protect property and public health and safety, or to lessen or avert the threat of a catastrophe in any part of the United States (From: Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended by Public Law 106-390, October 30, 2000, Sec. 102).
<b>Emergency Management</b>	A systematic program of activities that governments and their partners undertake before, during, and after a disaster to save lives, prevent injury, and to protect property and the natural environment
<b>Emergency Operations Center (EOC)</b>	The physical location at which the coordination of information and resources to support domestic incident management activities normally takes place.
<b>Emergency Operations Plan (EOP)</b>	Plan each jurisdiction has and maintains for responding to a wide variety of potential emergency incidents.
<b>Emergency Preparedness</b>	See Preparedness.
<b>EPA</b>	U.S. Environmental Protection Agency, the government agency that leads the nation's environmental science, research, education and assessment efforts.
<b>Epidemic</b>	The occurrence in a community or region of cases of an illness (or outbreak) with a frequency clearly in excess of normal expectancy.
<b>Epizootic</b>	A disease occurring suddenly in animals in a community, region or country in numbers clearly in excess of normal. See epidemic and panzootic.
<b>Evaluation</b>	Process, conducted by the planning and/or evaluation team, which captures an exercise participant's strengths and opportunities for improvement. Under the Homeland Security Exercise and Evaluation Program (HSEEP),

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	evaluations are conducted through player observation and the use of Exercise Evaluation Guides (EEGs) which outline exercise performance measures expected from participants.
<b><i>Evaluator</i></b>	<p>Part of the exercise team selected to evaluate and comment on the actions/decisions of players during an exercise.</p> <p>Evaluators use Exercise Evaluation Guides (EEGs) to measure and assess performance, capture unresolved issues, and analyze exercise results. They also participate in post exercise meetings and critiques. Evaluators are typically chosen based on their expertise in the functional areas they will review. They have a passive role in the exercise and only note the actions/decisions of players without interfering with exercise flow.</p>
<b><i>Event</i></b>	A simulated or real action that takes place during an exercise.
<b><i>Exercise</i></b>	<p>An instrument to train for, assess, practice, and improve performance in prevention, protection, vulnerability reduction, response, and recovery capabilities in a risk-free environment. Exercises can be used for: testing and validating policies, plans, procedures, training, equipment, and interagency agreements; clarifying and training personnel in roles and responsibilities; improving interagency coordination and communications; identifying gaps in resources; improving individual performance; and identifying opportunities for improvement.</p> <p>(Note: Exercises are also an excellent way to demonstrate community resolve to prepare for disastrous events.)</p>
<b><i>Exercise Evaluation Guides (EEGs)</i></b>	Structured evaluation measures of participant conduct, which identify critical tasks to be completed in an exercise. Developed under the Homeland Security Evaluation Program (HSEEP) to enable consistency across evaluations, EEGs provide evaluators with information on what they should expect to see, space to record observations, and questions to address after the exercise as a first step in the analysis process.
<b><i>Exercise Plan (EXPLAN)</i></b>	An synopsis document for operations-based exercises, created by the planning team for use by players and observers. In addition to detailing exercise objectives and scope, the EXPLAN identifies tasks and responsibilities for successful exercise execution. It should not contain detailed scenario information, such as the hazard to be employed.
<b><i>Exercise Plan Workshop (EPW)</i></b>	Forum for State and local leadership to review and update

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	<p>their Multi-year Exercise Plan and schedule.</p> <p>(Note: States receiving Department of Homeland Security (DHS) grant funds must conduct an annual EPW to review program accomplishments to date, and modify their multi-year exercise plan and schedule, accordingly.)</p>
<b><i>Exercise Planning Team</i></b>	<p>Parties responsible for designing, developing, conducting, and evaluating all aspects of an exercise (often members of major participating organizations). The planning team determines exercise design objectives, tailors the scenario to jurisdictional needs, and develops documents used in exercise evaluation, control, and simulation. Planning team members also help with developing and distributing pre-exercise materials and conducting exercise briefings and training sessions.</p> <p>(Note: Due to this high level of involvement, planning team members are ideal selections for controller and evaluator positions during the exercise itself.)</p>
<b><i>Exercise Planning Timeline</i></b>	<p>A key document, produced by the planning team, which identifies key planning meeting dates, milestones, and critical tasks.</p> <p>(Note: Changes in the timeline should be approved by the Lead Exercise Planner.)</p>
<b><i>Exercise Play Rules</i></b>	<p>Parameters exercise participants will follow, describing appropriate exercise behavior, particularly in the case of real emergencies.</p>
<b><i>Exercise Project Management Tool</i></b>	<p>A web-based project management tool and comprehensive tutorial for the design, development, conduct and evaluation of exercises. The exercise project management tool is the backbone of a larger suite of tools, called the HSEEP Toolkit, which includes document builders for Master Scenario Events Lists and After Action Reports, as well as an Improvement Plan tracking tool.</p>
<b><i>Exercise Series</i></b>	<p>Multiple exercises designed in sequence using the building block approach, aimed at achieving a greater capability (e.g., a seminar which leads to a tabletop, which leads to a functional (command post).</p>
<b><i>Expected Action Events</i></b>	<p>Activities exercise controllers expect participants to engage in as a result of the scenario and/or scenario injects. e.g., during a full-scale exercise involving a chemical agent, the establishment of decontamination is an expected action.</p>
<b><i>F</i></b>	
<b><i>Facilitated Discussion</i></b>	<p>Group discussions arranged by functional area expertise, directed by a subject matter expert from said functional area. This facilitator is responsible for keeping the</p>

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	discussion on track with exercise objectives and making sure all issues (driven by exercise objectives) are explored.
<b>Facilitator</b>	Part of the exercise management team responsible for guiding participant play. During discussion-based exercises, the facilitator is responsible for keeping participant discussions on track with the exercise design objectives, making sure all issues and objectives are explored as thoroughly as possible under time constraints.
<b>FAO</b>	Food and Agriculture Organization of the United Nations leads international efforts to defeat hunger. FAO serves both developed and developing countries and acts as a neutral forum where all nations meet as equals to negotiate agreements and debate policy.
<b>Final Planning Conference (FPC)</b>	The final forum for the exercise planning team to review process and procedures for conducting their exercise, final drafts of all exercise materials, and all logistical requirements. There should be no major changes made to either the design or the scope of the exercise or to any supporting documentation at this time.
<b>First Responder</b>	Individuals who, in the early stages of an incident, are responsible for the protection and preservation of life, property, evidence, and the environment. First responders include emergency response providers, as well as emergency management, public health, clinical care, public works, and other skilled support personnel (such as equipment operators) that provide immediate support services during prevention, response, and recovery operations.
<b>Focus</b>	See Mission.
<b>Food and Drug Administration (FDA)</b>	The government agency responsible for protecting the public health by assuring the safety, efficacy, and security of human and veterinary drugs, biological products, medical devices, our nation's food supply, cosmetics, and products that emit radiation. FDA is one of 13 major operating components of the Department of Health and Human Services.
<b>Foundation</b>	The first stage in the exercise process, preceding Design and Development. The Foundation stage focuses on developing a project management timeline, establishing milestones, identifying a planning team, and scheduling planning conferences.
<b>Full-Scale Exercise (FSE)</b>	A high-stress multi-agency, multi-jurisdictional activity involving actual deployment of resources in a coordinated response, as if a real incident had occurred. An FSE is typically used to: assess plans and procedures under

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	crisis conditions; and assess coordinated response under crisis conditions. Characteristics of a FSE include mobilization of units, personnel, and equipment, stressful, realistic environment, and scripted exercise scenarios.
<b>Functional Exercise (Command Post, CPX, FE)</b>	A single or multi-agency activity designed to evaluate capabilities and multiple functions using simulated response. An FE is typically used to: evaluate management of Emergency Operations Centers, command posts, and headquarters; and assess adequacy of response plans and resources. Characteristics of a functional exercise include simulated deployment of resources and personnel, rapid problem solving and highly stressful environment.
<b>G</b>	
<b>Game</b>	A game is a simulation of operations using rules, data, and procedures designed to depict an actual or assumed real-life situation. A game is typically used to: explore the processes and consequences of decision-making; conduct what-if? analysis of existing plans; and develops new plans. Characteristics of a game include: Does not involve the use of actual resources; often involves two or more teams; and increasingly include models and simulations.
<b>H</b>	
<b>Hazard</b>	A source of potential harm from past, current, or future exposures.
<b>Hazard/Threat</b>	Realistic scenario element(s), either posing or causing harm, intended to drive exercise play towards the fulfillment of objectives. For example, if the exercise objectives include validating public health or surveillance systems, then a biological threat/hazard would be appropriate.  In a highly populated, high-profile community, the threat of chemical, biological, or radiological terrorism may be considered more of a risk, whereas in predominately rural areas, industrial or agricultural assets may be more vulnerable to acts of terrorism.
<b>Hazardous Material (HazMat)</b>	Any material that is explosive, flammable, poisonous, corrosive, reactive, or radioactive, or any combinations thereof, and requires special care in handling because of the hazards it poses to public health, safety, and/or the environment; any hazardous substance under the Clean Water Act, or any element, compound, mixture, solution, or substance designated under the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA); any hazardous waste under the Resource Conservation and Recovery Act (RCRA); any toxic pollutant listed under pretreatment provisions of the Clean



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	<p>Water Act; any hazardous pollutant under Section 112 of the Clean Air Act; or any imminent hazardous chemical substance for which the administrator has taken action under the Toxic Substances Control Act (TSCA) Section 7.</p> <p>Section 101[14] (CERCLA) Hazardous Substance Release and Health Effects Database (HazDat) – the scientific and administrative database system developed by the Agency for Toxic Substances and Hazardous Waste – potentially harmful substances that have been released or discarded into the environment.</p>
<b><i>High-Hazard Areas</i></b>	Geographic locations that for planning purposes have been determined through historical experience and vulnerability analysis to be likely to experience the effects of a specific hazard (e.g., hurricane, earthquake, hazardous materials accident, etc.) resulting in vast property damage and loss of life.
<b><i>Hospital Emergency Incident Command System (HEICS)</i></b>	This is an emergency management system that employs a logical management structure, defined responsibilities; clear reporting channels and a common nomenclature to help unify hospitals with other emergency responders.
<b><i>Homeland Security Exercise and Evaluation Program (HSEEP)</i></b>	A capabilities and performance-based exercise program that provides standardized policy, doctrine, and terminology for designing, developing, conducting, and evaluating homeland security exercises. HSEEP also provides tools and resources to facilitate the management of self-sustaining homeland security exercise programs.
<b><i>Hospital Briefing</i></b>	Briefing generally conducted the day before an operations-based exercise for participating hospital controllers and evaluators. Used to review communications between the exercise site and hospitals, notification procedures, schedule of events, scenario, controller and evaluator responsibilities, actor issues, and any miscellaneous information.
<b><i>Hospital Debrief</i></b>	Debrief generally conducted the day after an operations-based exercise for participating hospital representatives to assess their experience during the incident. Discussion should be facilitated and results should be captured for inclusion into the After Action Report (AAR).
<b><i>Host</i></b>	An organism on or in which a parasite lives.
<b><i>Hot Wash</i></b>	Facilitated discussion amongst exercise participants immediately following an exercise, designed to capture feedback about any issues, concerns, or proposed improvements player may have about the exercise. Each functional area (e.g., fire, law enforcement, medical) should conduct a hot wash, which should be facilitated by the lead controller for that area.

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<b>HPAI</b>	Highly Pathogenic form of Avian Influenza. Avian flu viruses are classified based upon the severity of the illness and HPAI is extremely infectious among humans. The rapid spread of HPAI, with outbreaks occurring at the same time, is of growing concern for human health as well as for animal health. See LPAI.
<b>H5N1:</b>	A variant of avian influenza, which is a type of influenza virulent in birds. It was first identified in Italy in the early 1900s and is now known to exist worldwide.
<b>I</b>	
<b>Immune system</b>	The cells, tissues and organs that help the body to resist infection and disease by producing antibodies and/or altered cells that inhibit the multiplication of the infectious agent.
<b>Improvement Plan (IP)</b>	Portion of the After Action Report (AAR), which converts lessons learned from the exercise into concrete, measurable steps that result in improved response capabilities. It specifically details the actions that the participating jurisdiction will take to address each recommendation presented in the draft AAR/IP, who or what agency will be responsible for taking the action, and the timeline for completion.
<b>Incident</b>	An occurrence caused either by human or natural phenomena that requires an emergency response to prevent or minimize loss of life or damage to property and/or natural resources.
<b>Incident Command System (ICS)</b>	A standardized on-scene emergency management concept specifically designed to allow its user(s) to adopt an integrated organizational structure equal to the complexity and demands of single or multiple incidents, without being hindered by jurisdictional boundaries. It provides essential management using these aspects: common terminology, modular organization, integrated communications, a unified command structure, consolidated action plans, manageable span-of-control, predesigned incident facilities and comprehensive resource management. ICS does all of this by organizing any emergency response effort into five basic functions: command, planning/intelligence, operations, logistics, and finance/administration.
<b>Incident Management</b>	Referring to the totality of activities to be aware of, prevent, prepare for respond to, and recover from incidents. This term is emphasized in the National Response Plan and replaces the terms: Emergency Management, Disaster Management, Crisis Management, and Consequence Management.
<b>Initiating Event</b>	Event triggering the start of exercise play and a chain of

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	subsequent events. Usually a part of the Master Scenario Events List (MSEL).
<b><i>Inject</i></b>	Information, including directives, instructions, and decisions, provided by exercise controllers to exercise players to drive exercise play towards the achievement of objectives. Injects can be written, oral, televised, and/or transmitted via any means (e.g., fax, phone, e-mail, voice, radio, or sign).
<b><i>Isolation</i></b>	A state of separation between persons or groups to prevent the spread of disease. The first published recommendations for isolation precautions in United States hospitals appeared as early as 1877, when a handbook recommended placing patients with infectious diseases in separate facilities. Isolation measures can be undertaken in hospitals or homes, as well as in alternative facilities.
<b><i>isolate:</i></b>	A pure strain that has been isolated as from diseased tissue, contaminated water, or the air.
<b><i>Influenza:</i></b>	A serious disease caused by viruses that infect the respiratory tract.
<b><i>Infectious agent:</i></b>	Any organism, such as a pathogenic virus, parasite, or bacterium, that is capable of invading body tissues, multiplying, and causing disease.
<b><i>Hemagglutinin:</i></b>	An important surface structure protein of the influenza virus that is an essential gene for the spread of the virus throughout the respiratory tract. This enables the virus to attach itself to a cell in the respiratory system and penetrate it. Referred to as the “H” in influenza viruses. See neuraminidase.
<b>J</b>	
<b><i>Jurisdiction</i></b>	A range or sphere of authority. Public agencies have jurisdiction at an incident related to their legal responsibilities and authorities. Jurisdictional authority at an incident can be political or geographical (e.g., city, region, county), or functional (e.g., law enforcement, public health).
<b>K</b>	
<b>L</b>	
<b><i>Laboratory Biosafety Levels</i></b>	Four biosafety levels for activities involving infectious microorganisms and laboratory animals. BSL 1 - suitable for work involving well characterized agents not known to consistently cause disease in healthy adult humans, and of minimal potential hazard to laboratory personnel and the environment. BSL 2 – similar to BSL 1 and is suitable for work involving agents of moderate potential hazard to personnel and the environment.

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	<p>BSL 3 – applicable to clinical, diagnostic, teaching, research, or production facilities in which work is done with indigenous or exotic agents which may cause serious or potentially lethal disease as a result of exposure by the inhalation route.</p> <p>BSL 4 – required for work with dangerous and exotic agents that pose a high individual risk of aerosol-transmitted laboratory infections and life-threatening disease.</p>
<b>Lead Planner</b>	Manager of a planning team responsible for coordinating the design, development, conduct, evaluation, and corrective action planning of an individual exercise.
<b>Lessons Learned</b>	Knowledge and experience (positive and negative) derived from observations and historical study of actual operations, training, and exercises. Exercise After Action Reports (AARs) should identify lessons learned and highlight exemplary practices, and should be submitted to Department of Homeland Security (DHS) for inclusion in the lessons learned/best practices Web portal ( <a href="http://www.llis.gov">www.llis.gov</a> ), which will serve as a national network for generating, validating, and disseminating lessons learned and best practices.
<b>Low Pathogenic form of Avian Influenza (LPAI)</b>	Most avian flu strains are classified as LPAI and typically cause little or no clinical signs in infected birds. However, some LPAI virus strains are capable of mutating under field conditions into HPAI viruses. See HPAI.
<b>M</b>	
<b>Master Scenario Events List (MSEL)</b>	Chronological listing of the events and injects which drive exercise play. The MSEL links simulation to action, enhances exercise experience for players, and reflects an incident or activity meant to prompt players to action (e.g. implement the policy or procedure being tested). Each MSEL record contains a designated scenario time, event synopsis, controller responsible for delivering inject, any special delivery instructions (if applicable), expected action (player response expected after an MSEL inject is delivered), intended player (agency or individual player towards whom the MSEL inject should be directed), objective to be demonstrated (if applicable), notes section (for controllers and evaluators to track actual events against those listed in the MSEL, with special instructions for individual controllers and evaluators).
<b>Master Scenario Events List Conference</b>	<p>Forum to finalize development of the Master Scenario Events List (MSEL).</p> <p>(Note: The MSEL is a chronological list that supplements the exercise scenario with event synopses, expected responses, objectives to be demonstrated, and responsible personnel.)</p>

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<b>GLOSSARY</b>	
<b><i>Master Task List</i></b>	Chronological list of tasks and assignments to be accomplished during exercise design, conduct, evaluation, and improvement planning.
<b><i>Medical Reserve Corps (MRC)</i></b>	The Medical Reserve Corps establishes teams of local volunteer medical and public health professionals who can contribute their skills and expertise throughout the year and during times of community need.
<b><i>Memorandum of Agreement (MOA)</i></b>	See Mutual Aid Agreement
<b><i>Memorandum of Understanding (MOU)</i></b>	See Mutual Aid Agreement
<b><i>Mid-Term Planning Conference (MPC)</i></b>	Operations-based planning conference used to settle logistical and organizational issues that arise during planning such as staffing concepts, scenario and timeline development, scheduling, logistics, administrative requirements, and reviewing draft documentation.  (Note: A Master Scenario Events List [MSEL] Conference can be held in conjunction with or separate from the MPC to review the scenario timeline for the exercise.)
<b><i>Milestone</i></b>	A pre-established date in time used to define important exercise design, development, conduct, and evaluation steps (e.g., conference dates, training sessions, plan development deadlines, etc.).
<b><i>Mission</i></b>	The kinds of capabilities exercise planners choose to be exercised. Mission includes Prevention, Protection, Response and Recovery.  (Note: Formerly known as Focus.)
<b><i>Mobilization (Resource Mobilization)</i></b>	The processes 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.
<b><i>Moulage</i></b>	Makeup applied to victim actors to add realism to an exercise. It includes fake blood, plastic bones, and any other makeup that helps a victim actor emulate the signs and symptoms on his/her symptomology card. Although not required, moulage is encouraged at all operations-based exercises.  (Note: School drama clubs, military units, community theaters, the American Red Cross, and morticians are common resources for moulage staff.)
<b><i>MMRS – Metropolitan Medical Response System – (DHS)</i></b>	A program intended to increase cities' ability to respond to a terrorist attack by coordinating the efforts of local law enforcement
<b><i>Multi-year Exercise Plan</i></b>	State or jurisdiction-wide strategic plan for the multi-year conduct of exercises, as produced in an Exercise Plan

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<b>GLOSSARY</b>	
	Workshop (EPW). It comprises four major sections: current homeland security program status (e.g., State Homeland Security Strategy, current exercise activities); program goals and objectives; program exercise methodology (e.g., exercise activity cycle, building block approach); and a multi-year exercise timeline/schedule (2-year plans for designated urban areas, 3-year plans for States).
<b>Mutation</b>	Any alteration in a gene from its natural state. This change may be disease causing or a benign, normal variant. Specific mutations and evolution in influenza viruses cannot be predicted, making it difficult if not impossible to know if or when a virus such as H5N1 might acquire the properties needed to spread easily among humans.
<b>Mutual Aid Agreement (MAA)</b>	A written agreement between agencies, organizations, and/or jurisdictions to assist one another on request by furnishing personnel, equipment, and/or expertise in a specified manner.
<b>N</b>	
<b>N95</b>	Filtering characteristic of an effective mask, resistant to aerosol hazards. For more information regarding Masks and N95 respirators, see: <a href="http://www.fda.gov/cdrh/ppe/masksrespirators.html#1">http://www.fda.gov/cdrh/ppe/masksrespirators.html#1</a>
<b>National Exercise Schedule System (NEXS)</b>	The Nation's online comprehensive tool that facilitates scheduling, de-confliction, and synchronization of all National-Level, Federal, State, and local exercises
<b>National Incident Management System (NIMS)</b>	System which provides a consistent, nationwide approach for Federal, State, local, and tribal governments, the private sector, and Non-governmental Organizations (NGOs) to work effectively and efficiently together to prepare for, respond to, and recover from domestic incidents, regardless of cause, size, or complexity.  (Note: NIMS also provides standardized concepts, principles, and terminology; multiagency coordination systems; training; identification and management of resources; qualification and certification; and the collection, tracking, and reporting of incident information and incident resources.)
<b>National Response Plan (NRP)</b>	Plan which establishes a comprehensive all-hazards approach to enhance the ability of the United States to manage domestic incidents. The plan incorporates best practices and procedures from incident management disciplines/homeland security, emergency management, law enforcement, firefighting, public works, public health, responder and recovery worker health and safety, emergency medical services, and the private sector and integrates them into a unified structure. It forms the basis

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	of how the federal government coordinates with State, local, and tribal governments and the private sector during incidents.
<b><i>National Electronic Disease Surveillance System (NEDSS)</i></b>	A Centers for Disease Control and Prevention initiative promoting the use of data and information system standards to improve disease surveillance systems at federal, state and local levels.
<b><i>Negative Pressure Isolation Room</i></b>	A room, which has negative air pressure in relation to the corridor and surrounding areas with exhaust externally vented away from air intakes or where people may pass.
<b><i>National Interagency Incident Management System (NIIMS)</i></b>	The single all-hazard incident management system that includes the Incident Command System that is currently in place and that will be replaced by the National Incident Management System in 2005.
<b><i>Nuclear Blast</i></b>	An explosion due to nuclear fission or fusion, with intense light and heat, a damaging pressure wave, and widespread radioactive material that can contaminate the air, water, and ground surfaces for miles around.
<b>O</b>	
<b><i>Objectives</i></b>	Targets for exercise performance which define specific goals, provide a framework for scenario development, guide individual organizational objective development, and provide exercise evaluation criteria.  (Note: Generally, planners will limit the number of exercise objectives to enable timely execution, facilitate design of a reasonable scenario, and adequately support successful completion of exercise goals.)
<b><i>Observer Briefing</i></b>	A pre-exercise overview given by one or more members of the exercise planning team to educate observers about program background, scenario, schedule of events, observer limitations, and any other miscellaneous information.  (Note: Many times, observers will be unfamiliar with public safety procedures and will have questions about the activities they see. Designating someone to answer questions, such as a response agency Public Information Officer [PIO], will prevent observers from asking questions of participants, controllers, or evaluators. The observer briefing is generally conducted the day of an exercise and lasts one hour.)
<b><i>Observer/Media Area</i></b>	Designated area for observers and media during an exercise, intended to help avoid interference with exercise play. It should be adjacent to the exercise site, but should not allow interference with response routes or egress points.

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	(Note: Because many jurisdictions prefer to keep operations of groups such as special weapons and tactics teams, bomb squads, and explosive ordnance disposal [EOD] teams confidential, these activities could take place some distance from the observer/media area.)
<b>Observers</b>	Non-participating persons and/or organizations (e.g. local community stakeholders) viewing exercise activity on day(s) of conduct.
<b>Operations-Based Exercises</b>	A category of exercises characterized by actual response, mobilization of apparatus and resources, and commitment of personnel, usually over an extended period of time. Operations-based exercises can be used to validate plans, policies, agreements, and procedures. They include drills, functional exercises (FEs), and FSEs. They can clarify roles and responsibilities, identify gaps in resources needed to implement plans and procedures, and improve individual and team performance.  (Note: These exercises typically involve a higher level of stress during exercise planning and conduct. They often precede discussion-based exercises.)
<b>Office International des Epizooties (OIE)</b>	World Organization for Animal Health, an international organization including 167 member countries that collects, analyses, and reports information on global animal disease situations.
<b>Outbreak</b>	The occurrence of a number of cases of a disease or condition in any area over a given period of time in excess of the expected number of cases.
<b>neuraminidase</b>	An important surface structure protein of the influenza virus that is an essential enzyme for the spread of the virus throughout the respiratory tract. It enables the virus to escape the host cell and infect new cells. Referred to as the “N” in influenza viruses. See hemagglutinin.
<b>NIAID:</b>	National Institute of Allergy and Infectious Diseases conducts and supports basic and applied research to better understand, treat, and ultimately prevent infectious, immunologic, and allergic diseases. NIAID research has led to new therapies, vaccines, diagnostic tests, and other technologies that have improved the health of millions. NIAID is one of 13 major operating components of the Department of Health and Human Services.
<b>NVPO</b>	National Vaccine Program Office is responsible for coordinating and ensuring collaboration among the many federal agencies involved in vaccine and immunization activities. It is part of the Department of Health and Human Services.
<b>P</b>	
<b>Panzootic</b>	The worldwide outbreak of a disease in animals in



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	numbers clearly in excess of normal. See pandemic and epizootic.
<b><i>Parasite</i></b>	An organism living in, with, or on another organism.
<b><i>Pathogenic</i></b>	Causing disease or capable of doing so.
<b><i>Pandemic</i></b>	The worldwide outbreak of a disease in humans in numbers clearly in excess of normal.
<b><i>Planning Conferences</i></b>	Forums held by the exercise planning team to design and develop the exercise.  (Note: The scope, type, and complexity of an exercise should determine the number of conferences necessary to successfully conduct an exercise. Discussion-based exercises usually include Initial Planning Conferences [IPCs] and Final Planning Conferences [FPCs], whereas, full-scales may call for an IPC, Mid-term Planning Conference, as well as a Master Scenario Events List [MSEL] Conference.)
<b><i>Players</i></b>	Exercise participants who respond to the scenario incident by either discussing (in a discussion-based exercise) or performing (in operations-based exercises) their regular roles and responsibilities.
<b><i>Point of Distribution (POD)</i></b>	(AKA point of dispensing). An emergency site for dispensing medicine and medical supplies from the Strategic National Stockpile (SNS) to the public in the event of a public health emergency (terrorist attack, flu outbreak, earthquake) severe enough to cause local supplies to run out.
<b><i>Pre-pandemic vaccine</i></b>	A vaccine created to protect against currently circulating H5N1 avian influenza virus strains with the expectation that it would provide at least some protection against new virus strains that might evolve. It would likely be the best vaccine defense available until a vaccine specific to the new strain could be developed.
<b><i>Preparedness (AKA Readiness)</i></b>	<ol style="list-style-type: none"> <li>1. The range of deliberate, critical tasks and activities necessary to build, sustain, and improve the operational capability to prevent, protect against, respond to, and recover from domestic incidents. Preparedness is a continuous process involving efforts at all levels of government and between government and private sector and nongovernmental organizations to identify threats, determine vulnerabilities, and identify required resources.</li> <li>2. The existence of plans, procedures, policies, training, and equipment necessary at the federal, state, and local level to maximize the ability to prevent, respond to, and recover from major events.</li> </ol>

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<b>GLOSSARY</b>	
<b><i>Prevention</i></b>	Actions taken to avoid an incident or to intervene to stop an incident from occurring. Prevention involves actions taken 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. Activities undertaken by the first responder community during the early stages of an incident to reduce the likelihood or consequences of threatened or actual terrorist attacks.
<b><i>Procedural Flow (PROFLOW)</i></b>	Exercise document which outlines a sequential flow of actions anticipated from participating organizations in response to a hypothetical situation. The PROFLOW allows controllers and evaluators to track and monitor expected actions to ensure their completion at designated times.  (Note: The PROFLOW differs from the Master Scenario Events List [MSEL] in that it contains only expected player actions, e.g., establishment of decontamination, triage, treatment, and transport. The MSEL, on the other hand, is a comprehensive tool that contains expected actions and controller injects that prompt or initiate certain events. Typically, PROFLOWS are produced for national and international-level exercises to describe the procedures of departments and agencies that may or may not be published elsewhere.)
<b><i>Program Management</i></b>	The development and execution of an exercise program which includes: multi-year exercise program planning; budgeting and grant writing; planning and executing individual exercises; and tracking improvements.
<b><i>Project Management</i></b>	The management of designing, developing, conducting, evaluating, and improvement planning for an individual exercise.
<b><i>Prophylactic</i></b>	A medical procedure or practice that prevents or protects against a disease or condition (e.g., vaccines, antibiotics, drugs).
<b><i>Props</i></b>	Nonfunctional replications of objects, the presence or discovery of which requires certain actions by exercise players. Examples include simulated bombs, bomb blast debris (shrapnel), mannequins or body parts, and foam bricks and beams. Simulants that mimic the effects of chemical hazards or that cause a positive reading of an

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	<p>actual detection device are also considered props.</p> <p>(Note: Scripted newspaper articles can make excellent props, and can enhance how scenario elements are related to participants.)</p>
<b>Public Health</b>	<p>Organized efforts of society to protect, promote, and restore people's health. It is the combination of science, skills, and beliefs that is directed to the maintenance and improvement of the health of all the people through collective or social actions. The programs, services and institutions involved emphasize the prevention of disease and the health needs of the population as a whole.</p> <p>Public health activities change with variations in technology and social values but the goals remain the same: to reduce the amount of disease, premature death, and disease-produced discomfort and disability in the population. Public health is thus a social institution, a discipline and a practice.</p>
<b>Public Health Emergency</b>	<p>Occurrence or imminent threat of exposure to an extremely dangerous condition or a highly infectious or toxic agent, including a communicable disease, that poses in imminent threat of substantial harm to the population, or any portion thereof. In general, a public health emergency is one that requires a population-based approach.</p> <p>Examples of public health emergencies may include a natural outbreak of an infectious disease, i.e., influenza, Hantavirus, meningitis, salmonella, etc., intentionally caused biological threats such as smallpox, anthrax, and some accidents involving hazardous materials that threaten the health of the population. Public health emergencies can also be or evolve into medical emergencies.</p> <p>Likewise, medical emergencies can develop to an extent that they affect the population's health, and by definition, become public health emergencies. Response to public health emergencies will be led by the Department of Health and Human Services with assistance by local and State emergency management.</p>
<b>Public Health Information Network (PHIN)</b>	<p>Standards providing the basis for information technology projects for CDC.</p>
<b>Public Works</b>	<p>The work, construction, physical facilities, and services provided by governments for the benefit and use of the public.</p>
<b>Purpose</b>	<p>A broad statement of desired exercise goals. Purpose should explain what response elements are to be assessed, evaluated, or measured.</p>

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<b><i>Push Package</i></b>	A large shipment of medical supplies and pharmaceuticals sent from the Strategic National Stockpile to a state undergoing an emergency within 12 hours of federal approval of a request by the state's Governor.
<b>Q</b>	
<b><i>Quarantine</i></b>	<p>The period of isolation decreed to control the spread of disease. Before the era of antibiotics, quarantine was one of the few available means of halting the spread of infectious disease. It is still employed today as needed.</p> <p>The list of quarantinable diseases in the U.S. is established by Executive Order of the President, on recommendation of the Secretary of the Department of Health and Human Services, and includes cholera, diphtheria, infectious tuberculosis, plague, smallpox, yellow fever, and viral hemorrhagic fevers (such as Marburg, Ebola, and Congo-Crimean disease). In 2003, SARS (severe acute respiratory syndrome) was added as a quarantinable disease. In 2005 another disease was added to the list, influenza caused by novel or reemergent influenza viruses that are causing, or have the potential to cause, a pandemic.</p>
<b>R</b>	
<b><i>Radiation</i></b>	High-energy particles or gamma rays that are emitted by an atom as the substance undergoes radioactive decay. Particles can be either charged alpha or beta particles or neutral neutron or gamma rays.
<b><i>Reassortment</i></b>	The rearrangement of genes from two distinct influenza strains to produce a novel viral strain.
<b><i>Recovery</i></b>	The development, coordination, and execution of service and site restoration plans for impacted communities and the reconstitution of government operations and services through individual, private-sector, nongovernmental, and public assistance programs that: identify needs and define resources; provide housing and promote restoration; address long-term care and treatment of affected persons; implement additional measures for community restoration; incorporate mitigation measures and techniques, as feasible; evaluate the incident to identify lessons learned; and develop initiatives to mitigate the effects of future incidents.
<b><i>Region</i></b>	The geographic area consisting of the contiguous state, local, and tribal entities located in whole or in part within a designated planning radius. The precise boundaries of a region are self defined.

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<b>GLOSSARY</b>	
<b>Resources</b>	Personnel and major items of equipment, supplies, and facilities available, or potentially available for assignment to incidents.
<b>Response</b>	Activities that address the short-term, direct effects of an incident. Response includes immediate actions to save lives, protect property, and meet basic human needs. Response also includes the execution of emergency operations plans and of incident mitigation activities designed to limit the loss of life, personal injury, property damage, and other unfavorable outcomes. As indicated by the situation, response activities include: applying intelligence and other information to lessen the effects or consequences of an incident; increased security operations; continuing investigations into the nature and source of the threat; ongoing public health and agricultural surveillance and testing processes; immunizations, isolation, or quarantine; and specific law enforcement operations aimed at preempting, interdicting, or disrupting illegal activity, and apprehending actual perpetrators and bringing them to justice.
<b>Response Area</b>	Large exercise space where operations take place, e.g., decontamination, triage, treatment, render safe procedure (RSP).
<b>Response Route</b>	Path traveled by responding emergency units to a simulated exercise incident. This route should be clearly marked and free of traffic that is unrelated to the exercise. It should lead from the assembly area to the exercise site.
<b>Risk</b>	A measure of the harm to human health that results from being exposed; uncertainty that surrounds future events and outcomes.
<b>Risk Assessment</b>	A process that involves determining the likelihood that a specific adverse health effect will occur in an individual or population, following exposure to a hazardous agent.
<b>Risk Communication</b>	Exchange of information concerning the existence, nature, form, severity or acceptability of health or environmental risks. Effective risk communication involves determining the types of information that interested and affected parties need and want, and presenting this information to them in a useful and meaningful way.
<b>Scenario</b>	The storyline of the threat/hazard which drives a exercise play. Scenarios provide: general context or comprehensive story; technical details necessary to accurately depict scenario conditions and events; and conditions which allow participants to demonstrate proficiency and competency in meeting the exercise objectives.

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<b>GLOSSARY</b>	
<b>Scope</b>	An indicator of the level of government or private sector participation in exercise play, regardless of participant size. Scope levels include: local, multi-local, regional (within a state), state, multi-state, federal, national-level exercise, international, and private sector.
<b>Scope - International</b>	Level of exercise scope indicated when any foreign country participates in the exercise (e.g., cross border, TOPOFF).
<b>Scope - Local</b>	Level of exercise scope indicated when at least one local agency/jurisdiction/organization (e.g., city, town, county, parish, tribal nation, military installation, private entity) participates in an exercise.
<b>Scope - Multi-State</b>	Level of exercise scope indicated when multiple States and state-level agencies participate in an exercise (e.g., Idaho Bureau of Homeland Security and Mississippi Office of the Governor).
<b>Scope - National Level Exercise (NLE)</b>	Level of exercise scope indicated when any exercise is designated as a National Exercise.
<b>Scope - Non-governmental/Volunteer</b>	Level of exercise scope indicated when non-governmental/volunteer groups participate in an exercise.
<b>Scope - Private Sector</b>	Level of exercise scope indicated when private sector organizations, other than volunteer or non-governmental organizations (NGOs), participate in an exercise (e.g., Major League Baseball).
<b>Scope - Regional Intrastate</b>	Level of exercise scope indicated when multiple geographically distinct jurisdictions within a state participate in an exercise (e.g., multiple cities, towns, counties, parishes).
<b>Scope - State</b>	Level of exercise scope indicated when at least one state-level agency (within the same state) participates in the exercise (e.g., Montana Department of Emergency Services and Montana Department of Transportation).
<b>Seasonal flu</b>	A respiratory illness that can be transmitted person to person. Most people have some immunity, and a vaccine is available. This is also known as the common flu or winter flu.
<b>Seminars</b>	An exercise type generally employed to orient participants to, or provide an overview of, authorities, strategies, plans, policies, procedures, protocols, response resources, or concepts and ideas. Seminars provide a good starting point for jurisdictions that are developing or making major changes to their plans and procedures.
<b>Shift</b>	The process in which the existing H (hemagglutinin) and N (neuraminidase) are replaced by significantly different H

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	and Ns. These new H or H/N combinations are perceived by human immune systems as new, so most people do not have pre-existing antibody protection to these novel viruses. This is one of the reasons that pandemic viruses can have such a serve impact on the health of populations. See drift.
<b><i>Simulation Cell (SIMCELL)</i></b>	Location for controllers during exercise conduct used to deliver scenario injects and portray nonparticipating organizations, agencies, and individuals who would likely participate actively in an actual event. For example, if Incident Command requests the closure of air space around an incident site, the SIMCELL would receive the call rather than the Federal Aviation Administration (FAA). Or, if the Federal Bureau of Investigation (FBI) is not participating, the SIMCELL may be used to simulate communication to and from the FBI Strategic Information Operations Center.
<b><i>Situation Manual (SITMAN)</i></b>	A participant handbook for discussion-based exercises, particularly Tabletops (TTXs). The SITMAN provides background information on the exercise scope, schedule, and objectives. It also presents the scenario narrative that will drive participant discussions during the exercise.  (Note: The SITMAN should mirror the exercise briefing, supporting the scenario narrative and allowing participants to read along while watching events unfold.)
<b><i>Smallpox</i></b>	Variola, a virus that causes a serious, contagious and sometimes fatal disease, producing substantial morbidity and mortality. There is no specific treatment for smallpox and the only prevention is vaccination.
<b><i>Special Effects</i></b>	A technical, mechanical, or electronic scenario enhancement. Special effects typically require trained and licensed personnel, special permission for use, and additional safety and/or security precautions. Examples include the employment of pyrotechnics or explosives.
<b><i>Special Populations</i></b>	People who might be more sensitive or susceptible to exposure to hazardous substances because of factors such as age, occupation, sex, or behaviors (for example, cigarette smoking); populations with special needs for translations, special services or alternative channels of communication [such as the deaf]; populations with distinct cultural or community needs. Children, pregnant women, and older people are often considered special populations.
<b><i>Species</i></b>	A class of plants or animals having common attributes and designated by a common name. Theoretically, plants or animals of different species cannot interbreed. However, occasionally this does not hold true.
<b><i>Sponsor</i></b>	Primary funding organization for an exercise.

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<b>Stakeholder</b>	An individual, group, or organization that may be affected by or otherwise interested in a risk management decision.
<b>Standard Operating Procedure (SOP)</b>	A set of proscribed actions to be taken in response to a particular event.
<b>State Administrative Agencies (SAA)</b>	Agency primarily responsible within each state to oversee the implementation and management of the state exercise program and implementation of the State Homeland Security Strategy.
<b>Strain</b>	A group of organisms within a species or variety.
<b>Strategic National Stockpile (SNS)</b>	A national cache of drugs, vaccines, and supplies that can be deployed to areas struck by disasters, including bioterrorism. (US)
<b>Subject-Matter Expert (SME)</b>	An individual who is a technical expert in a specific area or in performing a specialized job, task, or skill.
<b>Surge Capacity</b>	The accommodation by the health system to a transient sudden rise in demand for health care following an incident with real or perceived adverse health effects. As neither the risk of surge nor the size of surge can be estimated, neither can surge capacity be estimated. The proper approach to surge is surge management planning rather than surge capacity planning.
<b>Surveillance</b>	The systematic ongoing collection, collation, and analysis of data and the timely dissemination of information to those who need to know so that action can be taken. Surveillance is the essential feature of epidemiological practice
<b>Surveillance of Disease</b>	Scrutiny of all aspects of occurrence and spread of a disease that are pertinent to effective control. Included are the systematic collection and evaluation of: morbidity and mortality reports; special reports of field investigations of epidemics and of individual cases; isolation and identification of infectious agents by laboratories; data concerning the availability, use and untoward effects of vaccines and toxoids, immune globulins, insecticides, and other substances used in control; information regarding immunity levels in segments of the population; and other relevant epidemiologic data.
<b>Symptomology Cards</b>	Card provided to exercise actors describing the signs and symptoms the actor will portray, as well as information for medical providers.
<b>Tabletop Exercise (TTX)</b>	Type of exercise which involves senior staff, elected or appointed officials, or other key personnel in an informal setting, discussing simulated situations. This type of exercise is intended to stimulate discussion of various



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	<p>issues regarding a hypothetical situation. It can be used to assess plans, policies, and procedures or to assess types of systems needed to guide the prevention of, response to, and recovery from a defined event. TTXs typically are aimed at facilitating understanding of concepts, identifying of strengths and shortfalls, and/or achieving a change in attitude. Participants are encouraged to discuss issues in depth and develop decisions through slow-paced problem solving rather than the rapid, spontaneous decision making that occurs under actual or simulated emergency conditions.</p> <p>(Note: In contrast to the scale and cost of operations-based exercises and games, TTXs can be a cost-effective tool when used in conjunction with more complex exercises.)</p>
<b>Target Capabilities</b>	A list of capabilities, as identified by the Department of Homeland Security, needed collectively by the nation to prevent, protect against, respond to, and recover from incidents of national significance, including terrorism or natural disasters.
<b>Terrorism</b>	Any activity that (1) involves an act that (a) is dangerous to human life or potentially destructive of critical infrastructure or key resources; and (b) is a violation of the criminal laws of the United States or of any State or other subdivision of the United States; and (2) appears to be intended (a) to intimidate or coerce a civilian population; (b) to influence the policy of a government by intimidation or coercion; or (c) to affect the conduct of a government by mass destruction, assassination, or kidnapping.
<b>Terrorism</b>	The unlawful use of force or violence against persons or property to intimidate or coerce a government, the civilian population, or any segment thereof, in furtherance of political or social objectives.
<b>Threat/Hazard</b>	Realistic scenario element(s), either posing or causing harm, intended to drive exercise play towards the fulfillment of objectives. For example, if the exercise objectives include validating public health or surveillance systems, then a biological threat/hazard would be appropriate. In a highly populated, high-profile community, the threat of chemical, biological, or radiological terrorism may be considered more of a risk, whereas in predominately rural areas, industrial or agricultural assets may be more vulnerable to acts of terrorism.

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<b>GLOSSARY</b>	
<b><i>Threatening Communicable Disease</i></b>	Term used in relation to the reporting of communicable diseases in the Public Health Act and defined in the Public Health Emergency Response Act to mean: a disease that causes death or great that passes from one person to another and for which there are no means by which the public can reasonably avoid the risk of contracting the disease. The term does not include infection with the human immunodeficiency virus (HIV), acquired immune deficiency syndrome (AIDS), or other infections attributable to infection with HIV. (Contrast with conditions of public health significance).
<b><i>U</i></b>	
<b><i>USDA</i></b>	U.S. Department of Agriculture, the government agency responsible for regulating the safety and development of food, agriculture, and natural resources.
<b><i>USAID</i></b>	United States Agency for International Development provides foreign assistance to developing countries in order to further America's foreign policy interests in expanding democracy and free markets while improving the lives of the citizens of the developing world.
<b><i>V</i></b>	
<b><i>vaccine</i></b>	A preparation consisting of antigens of a disease-causing organism which, when introduced into the body, stimulates the production of specific antibodies or altered cells. This produces an immunity to the disease-causing organism. The antigen in the preparation can be whole disease-causing organisms (killed or weakened) or parts of these organisms.
<b><i>Vaccination</i></b>	The injection, or inoculation, of a vaccine for the purpose of inducing active immunity.
<b><i>Venue</i></b>	The primary location of exercise conduct. In operations-based exercises, this is typically the facility or site the scenario will affect. For example, if a nonpersistent chemical agent (e.g., sarin) is selected as the threat/hazard, the venue should not be an open-air facility (e.g., stadium, park) because of the agent's dissipating characteristics.  (Note: The venue used to conduct the exercise does not necessarily have to be the same venue described in the exercise scenario. For example, a stadium parking lot may be used to simulate an airport runway.)
<b><i>Virus</i></b>	The simplest type of microorganisms, lacking a system for their own metabolism. They depend on living cells to multiply and cannot live long outside of a host. Types of viruses include smallpox, Ebola, Marburg, and Lassa fever.

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<b>GLOSSARY</b>	
<i>Virulent</i>	Highly lethal; causing severe illness or death.
<b>W</b>	
<i>Waiver (1135)</i>	<p>The HHS Secretary is authorized to declare a Public Health Emergency under section 1135 and temporarily waive or modify the following:</p> <ul style="list-style-type: none"> <li>• The application of health care items and services furnished by a health care provider in any emergency area during an emergency period,</li> <li>• Medicare, Medicaid or State Children's Health Insurance Program requirements,</li> <li>• Any regulation pertaining to conditions of participation or other certification requirements for an individual health care provider or types of providers,</li> <li>• Requirements that physicians and other health care professionals be licensed in the State in which they provide such services, if they have equivalent licensing in another State and are not excluded from practice in that State or in any State included in the emergency area.</li> </ul> <p>An “emergency area” is defined as a geographical area in which an "emergency period" has been declared, during which an emergency or disaster exists that has been declared by the President under the National Emergencies Act or the Robert T. Stafford Disaster Relief and Emergency Assistance Act; and a Public Health Emergency declared by the Secretary under section 319 of the Public Health Service Act.</p> <p>The term “health care provider” refers to any entity that furnishes health care items or services (e.g., hospitals, nursing homes) health care facilities, or other providers of or supplier of health care items or services, a physician, or other health care practitioners or professionals.</p> <p>The Secretary is authorized to waive the following:</p> <ul style="list-style-type: none"> <li>• Sanctions relating to examination and treatment for emergency medical conditions and women in labor, or for a transfer of an individual who has not been stabilized if the transfer arises out of the circumstances of the emergency</li> <li>• Sanctions relating to limitations on physician referral</li> <li>• Deadlines and timetables for performance of required activities, except that such deadlines and timetables may only be modified, not waived</li> <li>• Limitations on payments for health care items and services furnished to individuals enrolled in a Medicare+Choice plan by health care professionals or</li> </ul>

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<b>GLOSSARY</b>	
	facilities not included under such plan (the Secretary will reconcile payments, to the extent possible, to ensure enrollees do not pay more than would be required had they received services from providers within their plan's network)
<b><i>Waterfowl</i></b>	Birds that swim and live near water, including ducks, geese, and swans.
<b><i>Weapon of Mass Destruction (WMD)</i></b>	(1) Any explosive, incendiary, or poison gas, bomb, grenade, rocket having a propellant charge of more than 4 ounces, or missile having an explosive or incendiary charge of more than one-quarter ounce, or mine or similar device; (2) Any weapon that is designed or intended to cause death or serious bodily injury through the release, dissemination, or impact of toxic or poisonous chemicals of their precursors; (3) Any weapon involving a disease organism; or (4) any weapon that is designed to release radiation or radioactivity at a level dangerous to human life.
<b><i>WHO</i></b>	World Health Organization, an agency of the United Nations established in 1948 to further international cooperation in improving health conditions.
<b><i>Workshop</i></b>	A formal discussion-based exercise led by a facilitator or presenter used to build or achieve a product. A workshop is typically used to: test new ideas, processes, or procedures; train groups in coordinated activities; and obtain consensus. Characteristics of a workshop include more formality than a seminar, and often use break-out sessions to explore parts of issue with smaller groups.
<b><i>Written Release</i></b>	Press release developed by the planning team and given to media outlets prior to an exercise. It serves as a means of informing the media and the public about general exercise information (e.g., location, date).  Additionally, this information can be distributed to observers and senior officials, e.g., Very Important Persons (VIPs), management. This release should not contain detailed scenario information (such as the type of threat or hazard, venue, or other sensitive information) and should not contain information that might hinder exercise outcomes if a participant were to see it.
<b>X</b>	
<b>Y</b>	
<b>Z</b>	
<b><i>Zoonoses</i></b>	Diseases that are transferable from animals to humans.

**Resources:**

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Department of Health and Human Services Acronyms  
<http://www.hhs.gov/acronyms.html>

Centers for Medicare & Medicaid Services Acronyms & Glossary  
<http://www.cms.hhs.gov/apps/acronyms/>

Center for Disease Control and Prevention - Agency for Toxic Substances and Disease Glossary  
<http://www.atsdr.cdc.gov/glossary.html>

Pandemic.gov Glossary  
<http://www.pandemicflu.gov/glossary/>

EPA Risk Communication Toolkit Glossary  
[www.epa.gov/superfund/tools/pdfs/37riskcom.pdf](http://www.epa.gov/superfund/tools/pdfs/37riskcom.pdf).

FEMA Acronyms  
<http://www.fema.gov/regions/ix/env/acronym.shtm>

FEMA All Hazard Operation Planning Glossary  
<http://www.fema.gov/rrr/gaheop.shtm>

Homeland Security Presidential Directive (HSPD) 8 National Preparedness  
<http://www.whitehouse.gov/news/releases/2003/12/print/20031217-6.html>

National Response Plan Glossary  
[http://www.nemaweb.org/docs/national\\_response\\_plan.pdf](http://www.nemaweb.org/docs/national_response_plan.pdf)

NIMS Incident Command System Glossary  
<http://www.w0ipl.com/ECom/icsterms.htm>

Ready.Gov Glossary  
<http://www.ready.gov/glossary.html>