



FOSTER CITY CERT ICP in a Box

BINDER #7 REFERENCE

**FIRST EDITION
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COMMON ABBREVIATIONS

213 – General Message Form
214 – Unit Log
ARES – Amateur Radio Emergency Service
CERT – Community Emergency Response Team
DSW – Disaster Service Worker
EOC – Emergency Operations Center
ESV – Emergency Services Volunteers
FC – City of Foster City
FCFD – Foster City Fire Department
FCNC – Foster City Net Control
FCPD – Foster City Police Department
FOS – City of Foster City
FRS – Family Radio Service
GMRS - General Mobile Radio Service
HAM – Not an abbreviation. Ham radio operator.
IAP – Incident Action Plan
IC – Incident Commander
ICP – Incident Command Post
ICS – Incident Command System
NBH - Neighborhood
OES – Office of Emergency Services
PTT – Push To Talk
RACES – Radio Amateur Civil Emergency Service
SAR – Search and Rescue

Proper Radio Transmitting Procedure

- LISTEN for 3 seconds for any active communication on the channel. Do not interrupt unless you have emergency or priority traffic.
- When clear, press and hold the Push To Talk (PTT) button on your radio.
- Continue to hold PTT, wait 1 second to allow other radios to pick up your transmission.
- Continue to hold down PTT.
- Use a normal speaking voice, hold the radio upright, 2 to 3 inches from your mouth and speak across, not into the mic.
- Identify the party you are calling then your self
 - “CERT 1 ICP, Team 3” - shorthand for “Hey ICP 1, this is Team 3 calling...”
- Release the PTT button.
- Wait for acknowledgement
 - “Team 3 – go ahead” or “CERT 1 ICP” or “ICP” or just “Go Ahead”
- If you don’t get an acknowledgement, wait briefly and retransmit. The ICP may be busy and/or a conflicting call may be in progress. After 3 attempts with no answer check your battery, try another radio and/or move your location a few feet and retry.
- Communicate your message in the same way
- Push and Hold PTT. Wait a second
- Speak your message – “We have arrived at One Zero Six Seven Shell, Over”. In this case OVER is used to indicate that the sending station expects a reply from the receiver.
- Pause briefly. Release PTT.
- Wait for acknowledgement
 - “Copy Team 3”

- If you have detailed information to convey, give the receiving party time to take the information
 - “ICP , Team 3”
 - “ICP”
 - “ICP, we have a casualty report for One Zero Six Seven Shell, over”
 - “Go Ahead Team 3”
 - “Two immediate....three delayed...five minor...one deceased, over
 - “Copy that Team 3 – two immediate, three delayed, five minor, one deceased”
 - “Affirmative. Team 3 Out”

Monitoring the radio

- LISTEN for your Tactical Call Sign. When called, the ICP will transmit
 - “Team 3, ICP”
- You should respond with
 - “Team 3”
- And wait for instructions

Note that these are common procedures, not laws. Go with the flow. Learn by listening. Please remember to speak concisely but clearly.

Radio Communication Aids

24-Hour Clock

12 Hour Clock	24 Hour Clock	Pronunciation of 24 Hour Clock Time
12:00 AM	00:00	zero hundred
1:00 AM	01:00	zero-one hundred
2:00 AM	02:00	zero-two hundred
3:00 AM	03:00	zero-three hundred
4:00 AM	04:00	zero-four hundred
5:00 AM	05:00	zero-five hundred
6:00 AM	06:00	zero-six hundred
7:00 AM	07:00	zero-seven hundred
8:00 AM	08:00	zero-eight hundred
9:00 AM	09:00	zero-nine hundred
10:00 AM	10:00	ten hundred
11:00 AM	11:00	eleven hundred
12:00 AM 12 noon	12:00	twelve hundred
1:00 PM	13:00	thirteen hundred
2:00 PM	14:00	fourteen hundred
3:00 PM	15:00	fifteen hundred
4:00 PM	16:00	sixteen hundred
5:00 PM	17:00	seventeen hundred
6:00 PM	18:00	eighteen hundred
7:00 PM	19:00	nineteen hundred
8:00 PM	20:00	twenty hundred
9:00 PM	21:00	twenty-one hundred
10:00 PM	22:00	twenty-two hundred
11:00 PM	23:00	twenty-three hundred
12:00 AM 12 midnight (end of day)	24:00	twenty-four hundred

Notice that you add 12 to the PM time to get the first two numbers of the hour, i.e. 8 PM is twenty hundred ($8 + 12 = 20$).

ITU Phonetic Alphabet

LETTER	WORD	PRONUNCIATION
A	ALPHA	AL FAH
B	BRAVO	BRAH VOH
C	CHARLIE	CHAR LEE or SHAR LEE
D	DELTA	DELL TAH
E	ECHO	ECK OH
F	FOXTROT	FOKS TROT
G	GOLF	GOLF
H	HOTEL	HOH TELL
I	INDIA	IN DEE AH
J	JULIETT	JEW LEE ETT
K	KILO	KEY LOH
L	LIMA	LEE MAH
M	MIKE	MIKE
N	NOVEMBER	NO VEM BER
O	OSCAR	OSS CAH
P	PAPA	PAH PAH
Q	QUEBEC	KEH BECK
R	ROMEO	ROW ME OH
S	SIERRA	SEE AIR RAH
T	TANGO	TANG GO
U	UNIFORM	YOU NEE FORM or OO NEE FORM
V	VICTOR	VIK TAH
W	WHISKEY	WISS KEY
X	X-RAY	ECKS RAY
Y	YANKEE	YANG KEY
Z	ZULU	ZOO LOO

Use the phonetic alphabet to spell out names or parts of names.

Dispatching names can be accomplished accurately by:

- 1) Pronouncing the complete name
- 2) Spelling the first name, give the letters of the name phonetically.
- 3) Pronouncing the last name, and then spelling it phonetically.

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4) Pronouncing the whole name again. Jim Smith

For example:

“JIM SMITH ...JULIET INDIA MIKE...SMITH...SIERRA MIKE INDIA TANGO HOTEL...JIM SMITH”

Numerals and Numeric Values

To distinguish numerals from words similarly pronounced, the proword "FIGURES" may be used preceding such numbers.

When numerals are transmitted by radio, the following rules for their pronunciation will be observed:

NUMERAL	SPOKEN AS
0	ZEE-RO
1	WUN
2	TOO
3	TREE
4	FOW-ER
5	FIFE
6	SIX
7	SEV-EN
8	AIT
9	NIN-ER

Use individual digits when giving numbers.

For example, 351 Mainsail Court would be “FIGURES TREE FI-VE WUN MAINSAIL...I SPELL MIKE ALPHA INDIA NOVEMBER SIERRA ALPHA INDIA LIMA”

Numbers should be transmitted digit by digit except that exact multiples of thousands may be spoken as such. The figure "ZERO" is to be written "Ø," the figure "ONE" is to be written "1" and the letter "ZULU" is to be written "Z"

Please see the following examples:

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NUMERAL	SPOKEN AS
44	FOW-ER FOW-ER
90	NIN-ER ZEE-RO
136	WUN TREE SIX
TIME 1200	WUN TOO ZEE-RO ZEE-RO
1478	WUN FOW-ER SEV-EN AIT
7000	SEV-EN TOU-SAND
16000	WUN SIX TOU-SAND
812681	AIT WUN TOO SIX AIT WUN

Prowords, Phonetic Alphabet and Numbers

When passing formal traffic prowords are used to ensure brevity and clarity in sending the message.

AFFIRMATIVE – Yes.

ALL AFTER – Request repeat of transmission after the word or phrase given.

ALL BEFORE – Request repeat of transmission before the word or phrase given.

ALL STATIONS - The prelude to a general announcement. When you hear this focus upon the radio and be ready to take notes if necessary.

AVAILABLE – Used when a unit is ready for a new assignment or can return to staging.

AVAILABLE AT SCENE – Used when a unit is still committed to an incident, but could be dispatched to a new emergency if needed.

AVAILABLE AT RESIDENCE – Used by administrative personnel to indicate they are available and on-call at their residence.

AT/ON SCENE – Indicates units have arrived at the scene of an incident.

BREAK – A request for immediate control of the frequency because of either EMERGENCY or PRIORITY traffic.

BREAK FOR TEXT- Used by the sender to pause during transmission of lengthy messages.

CALL BY PHONE – Self explanatory

CAN HANDLE – Indicates that the resources on scene of the incident are adequate.

CLEAR – You are done speaking and are now going off the air. Net Control must acknowledge this before you go off the air.

COPY, COPIES – Used to acknowledge message received.

Example: “TEAM TWELVE, TWELVE COPIES.”

CORRECT – You are correct or what you have transmitted is correct

CORRECTION – An error has been made in this transmission.

Transmission will continue with the last word correctly transmitted. An error has been made in this transmission (or message indicated) The correct version is _____ That which follows is a corrected version answer to your request for verification.

DISREGARD THIS TRANSMISSION – This transmission is in error. Disregard it. (This proword shall not be used to cancel any message that has been completely transmitted and for which receipt or acknowledgment has been received.)

DIRECTED NET - All communication is directed to Net Control. Net Control is the only station anyone may speak to. Net Control may allow you to “go direct” to another team temporarily. But Net Control is always in charge.

DO NOT ANSWER – Stations called are not to answer this call, receipt for this message, or otherwise to transmit in connection with this transmission. When this proword is employed, the transmission shall be ended with the proword OUT

EMERGENCY – Follow FCC definition. Pass message immediately.

EMERGENCY TRAFFIC – Term used to gain control of radio frequency to report an emergency or an emergency in progress. All other users will refrain from using that frequency until cleared for normal use.

EN ROUTE – Normally used by personnel to designate destinations. En route is NOT a substitute for responding.

FIGURES – Numerals or numbers follow (Optional)

INCIDENT STATUS UPDATE – Update on the current conditions and work progress on the incident.

FROM – The originator of this message is indicated by address designation immediately following.

GO DIRECT - Net Control allow two stations to speak directly to one another instead of passing traffic through the Net Control operator. This is done to speed up communications in special circumstances. It is temporary. Tell Net Control when you are done.

INFO – The addressees immediately following are addressed for information

INITIALS – A letter or letters to follow.

I READ BACK – The following is my response to your instructions to read back

I SAY AGAIN – I am repeating transmission or portion indicated

I SPELL – I spell the next word phonetically

I VERIFY – That which follows has been verified at your request and is repeated. (To be used as a reply to verify.)

IN-SERVICE – Out-of-service unit is now operational.

IS AVAILABLE FOR A PHONE CALL – Self explanatory

LOUD AND CLEAR – Self explanatory

MESSAGE – A message which requires recording is about to follow (Transmitted immediately after the call.)

MINIMIZE – Please limit your transmissions to essential traffic. Emergency operational traffic is in progress. MINIMIZE is imposed by Net Control or by the Incident Commander.

MINIMIZE LIFTED – Minimize is lifted by Net Control or by the Incident Commander

MORE TO FOLLOW – Transmitting station has additional traffic for the receiving station

NEGATIVE – No.

NOTHING HEARD - If Net Control does not hear a response when addressing a particular team then the operator will say “Nothing Heard.”

OUT – This is the end of my transmission to you and no answer is required or expected. (Since OVER and OUT have opposite meanings, they are never used together

OUT-OF-SERVICE – Indicates a unit is out-of-service. The unit could have mechanical problems or understaffed. This could also indicate the unit is out of- service for the shift.

OVER – This is the end of my transmission to you and a response is necessary. Go ahead; transmit

PRIORITY – Traffic is not EMERGENCY but must be passed immediately.

RADIO CHECK – confirm a radio is working by contacting another radio

READ BACK – Repeat this entire transmission back to me exactly as received.

RELAY TO – Transmit this message to all addresses (or addresses immediately following this proword). The address component is mandatory when this proword is used

RELAY - Passing a message through intermediaries. Used on a net when one station cannot be heard by net control but can be heard by another station on the net.

REPEAT – Self explanatory

RESPOND – Used during a dispatch - proceed

RESPONDING – to or proceeding to an incident.

RESUME NORMAL TRAFFIC – Opens a frequency to routine transmissions.

RETURN TO – Normally used by a dispatch center to direct units to return to their original location. For example: "TEAM SIX, RETURN TO STAGING."

ROGER – I have received your last transmission satisfactorily.

ROLL CALL - Net Control will take a roll of all teams. Typically each team name is read. The team then responds as directed. This purpose is to make sure everyone is ok and in place. Net Control will acknowledge each teams response to the roll call.

ROUND ROBIN - Stepping through a group of stations all of whom have attempted to reach Net Control at the same time. Take the group in order. This is a quick way to unjam the frequency and get moving. Different from a roll call in that not every team on the net will be participating.

ROUTINE – Precedence ROUTINE. Reserved for all types of messages which are not of sufficient urgency to justify a higher precedence, but must be delivered to the addressee without delay.

SAY AGAIN – Repeat all of your last transmission. (Followed by identification date means "Repeat _____ (portion indication)."

SERVICE – The message that follows is a service message.

SPEAK SLOWER – Your transmission is at too fast a speed. Reduce speed of transmission

STAGING – Used to indicate a unit has arrived back at the staging area.

STANDBY – Indicates a need to wait for further information by either the sending or receiving party.

STOP TRANSMITTING – Self explanatory

THIS IS – This transmission is from the station whose designator immediately follows

TIME – That which immediately follows is the time or date/time group of the message

TO – The addressee(s) immediately following is (are) addressed for action

UNKNOWN STATION – The identity of the station with whom I am attempting to establish communication is unknown.

UNREADABLE – Used when the signal received is not clear. In most cases, try to add the specific trouble. EXAMPLE: “UNREADABLE, BACK GROUND NOISE”.

VERIFY – Verify entire message (or portion indicated) with the originator and send correct version. (To be used only at the direction of the addressee to which the questioned message was directed.)

WAIT – I must pause for a few seconds.

WAIT OUT – I must pause for more than a few seconds.

WEATHER – Self explanatory.

WHAT IS YOUR LOCATION? – Self explanatory.

WHAT IS YOUR STATUS? – Self explanatory.

WILCO – I have received your signal, understand it, and will comply. (To be used only by the addressee. Since the meaning of ROGER is included in that of WILCO, the two prowords are never used together.)

WORD AFTER – The word of the message to which I have reference is that which follows.

WORD BEFORE – The word of the message to which I have reference is that which precedes.

WORDS TWICE – Communication is difficult. Transmit each phrase twice. This proword may be used as an order, request, or as information.

GLOSSARY

This glossary contains definitions of terms frequently used in ICS documentation that are, for the most part, not defined elsewhere in this guide.

Access Control Point. The point of entry and exit from control zones that regulate the traffic to and from the work areas and control zones.

Agency Executive or Administrator. A chief executive officer (or designee) of an agency or jurisdiction that has responsibility for the incident.

Agency Representative. An individual assigned to an incident from an assisting or cooperating agency that has been delegated authority to make decisions on matters affecting that agency's participation at the incident. Agency Representatives report to the Incident Liaison Officer.

Air Monitoring. The use of devices to detect the presence of known or unknown gases or vapors.

All Risk. Any incident or event, natural or human-caused that warrants action to protect life, property, environment, public health or safety, and minimize disruption of government, social or economic activities.

ALS (Advanced Life Support). Allowable procedures and techniques utilized by EMT-P and EMT-II personnel to stabilize critically sick and injured patient(s) that exceed Basic Life Support procedures.

ALS Responder. Certified EMT-P or EMT-II.

Area Command. Area Command is an expansion of the incident command function primarily designed to manage a very large incident that has multiple incident management teams assigned. However, an Area Command can be established at any time that incidents are close enough that oversight direction is required among incident management teams to ensure conflicts do not arise.

Assigned Resources. Resources checked in and assigned work tasks on an incident.

Assistant. Title for subordinates of Command Staff positions. The title indicates a level of technical capability, qualifications, and

responsibility subordinate to the primary positions. Assistants may also be used to supervise unit activities at camps.

Assisting Agency. An agency directly contributing suppression, rescue, support, or service resources to another agency.

Available Resources. Resources assigned to an incident and available for an assignment.

Base. That location where the primary logistics functions are coordinated and administered (incident name or other designator will be added to the term "Base"). The Incident Command Post may be co-located with the base. There is only one base per incident.

BLS (Basic Life Support). Basic non-invasive first-aid procedures and techniques utilized by EMT-P, EMT-II, EMT-I, EMT-D and First Responder personnel to stabilize sick and injured patient(s).

BLS Responder. Certified EMT-I or First Responder.

Branch. That organizational level having functional, geographical, or jurisdictional responsibility for major parts of the incident operations. The Branch level is organizationally between Section and Division/Group in the Operations Section, and between Section and Units in the Logistics Section. Branches are identified by the use of Roman Numerals, by function, or jurisdictional name.

Camp. A geographical site, within the general incident area, separate from the base, equipped and staffed to provide food, water, and sanitary services to incident personnel.

Clear-Text. Use of plain English and common terminology understandable by all.

Command. The act of directing, ordering and/or controlling resources by virtue of explicit legal, agency, or delegated authority.

Command Staff. The Command Staff consists of the Public Information Officer, Safety Officer, and Liaison Officer who report directly to the Incident Commander.

Company Unity. A term to indicate that a fire company or unit shall remain together in a cohesive and identifiable working group, to ensure personnel accountability and the safety of all members. A company officer or unit leader shall be responsible for the adequate supervision, control, communication and safety of members of the company or unit.

Compatibility. The matching of personal protective equipment (PPE) to the hazards involved providing the best protection for the worker.

Complex. A complex is two or more individual incidents located in the same general proximity that is assigned to a single Incident Commander or Unified Command to facilitate management.

Control Zones. The geographical areas within the control lines set up at a hazardous materials incident. Includes the Exclusion Zone, Contamination Reduction Zone and Support Zone.

Cooperating Agency. An agency supplying assistance other than direct suppression, rescue, support, or service functions to the incident control effort (e.g., Red Cross, telephone company, etc.).

Coordination Center. A facility that is used for the coordination of agency or jurisdictional resources in support of one or more incidents.

Decontamination (DECON). The physical and/or chemical process of removing or reducing contamination from personnel or equipment, or in some other way preventing the spread of contamination by persons and equipment.

Delayed Treatment. Second priority in patient treatment. These people require aid, but injuries are less severe.

Delegation of Authority: A statement provided to the Incident Commander by the Agency Executive delegating authority and assigning responsibility. The Delegation of Authority can include objectives, priorities, expectations, constraints, and other considerations or guidelines as needed. Many agencies require written Delegation of Authority to be given to Incident Commanders prior to their assuming command on larger incidents.

Deputy. An individual assigned to the Incident Commander, General Staff, or Branch Directors with equal qualifications and delegated authority when acting in their absence.

Division. That organization level having responsibility for operations within a defined geographic area. The Division level is organizationally between the Strike Team and the Branch (see also "Group").

Emergency Traffic. The term used to clear designated channels used at an incident to make way for important radio traffic for a firefighter emergency situation or an immediate change in tactical operations.

EMT-I (Emergency Medical Technician-I). An individual trained in Basic Life Support procedures and techniques and who has a valid EMT-I certificate.

EMT-II (Emergency Medical Technician-II). An individual with additional training in limited Advanced Life Support procedures and techniques according to prescribed standards and who has a valid EMT-II certificate.

EMT-D (Emergency Medical Technician-Defibrillator). An Emergency Medical Technician I with training and certification in automatic and semi-automatic external defibrillation.

EMT-P (Emergency Medical Technician-Paramedic). An EMT-I or EMT-II who has received additional training in Advanced Life Support procedures and techniques and who has a valid EMT-P certificate or license.

Environmental. Atmospheric, Hydrologic and Geologic media (air, water and soil).

Evacuation: Organized, phased, and supervised withdrawal, dispersal, or removal of civilians from dangerous or potentially dangerous areas, and their reception and care in safe areas.

Exclusion Zone (EZ). The innermost area immediately surrounding a hazardous materials incident that corresponds with the highest degree of known or potential hazard, and where entry may require special protection.

Expanded Medical Emergency. Any medical emergency that exceeds normal first response capabilities.

General Staff. The group of incident management personnel comprised of the Incident Commander, Operations Section Chief, Planning Section Chief, Logistics Section Chief, and Finance/Administration Section Chief.

Group. Groups are established to divide the incident into functional areas of operation. Groups are located between Branches (when activated) and Resources in the Operations Section. (See Division).

Hazardous Material. Any solid, liquid, gas, or mixture thereof that can potentially cause harm to the human body through respiration, ingestion, skin absorption or contact and may pose a substantial threat to life, the environment, or to property.

Hazardous Materials Incident. The uncontrolled release or threat of release of a hazardous material that may impact life, the environment, or property.

Heavy Floor Construction. Structures of this type are built utilizing cast-in-place concrete construction consisting of flat slab panel, waffle or two-way concrete slab assemblies. Pretensioned or post-

tensioned reinforcing steel rebar or cable systems are common components for structural integrity. The vertical structural supports include integrated concrete columns, concrete enclosed or steel frame, that carry the load of all floor and roof assemblies. This type includes heavy timber construction that may use steel rods for reinforcing. Examples of this type of construction include offices, schools, apartments, hospitals, parking structures and multi-purpose facilities. Common heights vary from single-story to high-rise structures.

Heavy Wall Construction. Materials used for construction are generally heavy and utilize an interdependent structural or monolithic system. These types of materials and their assemblies tend to make the structural system inherently rigid. This construction type is usually built without a skeletal structural frame. It utilizes a heavy wall support and assembly system to provide support for the floors and roof assemblies. Occupancies utilizing tilt-up concrete construction are typically one to three stories in height and consist of multiple monolithic concrete wall panel assemblies. They also use an interdependent girder, column and beam system for providing lateral wall support of floor and roof assemblies. Occupancies typically include commercial, mercantile and industrial. Other examples of this type of construction type include reinforced and un-reinforced masonry (URM) buildings typically of low-rise construction, one to six stories in height, and of any type of occupancy.

Hospital Alert System. A communications system between medical facilities and on-incident medical personnel that provides available hospital patient receiving capability and/or medical control.

Immediate Treatment. A patient who requires rapid assessment and medical intervention for survival.

Incident Action Plan (IAP). A plan that contains objectives that reflects the incident strategy and specific control actions for the current or next operational period.

Incident Command Post (ICP). That location at which the primary command functions are executed and usually collocated with the incident base.

Incident Command System (ICS). The combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure with responsibility for the

management of assigned resources to effectively accomplish stated objectives pertaining to an incident.

Incident Objectives. Statements of guidance and direction that are achievable, measurable, and necessary for the selection of appropriate strategy (ies), and the tactical direction of resources.

Initial Response. Resources initially committed to an incident.

Joint Information System (JIS): Integrates incident information and public affairs into a cohesive organization designed to provide consistent, coordinated, timely information during crisis or incident operations. The mission of the JIS is to provide a structure and system for developing and delivering coordinated inter agency messages; developing, recommending, and executing public information plans and strategies on behalf of the IC; advising the IC concerning public affairs issues that could affect a response effort; and controlling rumors and inaccurate information that could undermine public confidence in the emergency response effort.

Jurisdictional Agency. The agency having responsibility for a specific geographical area or function as designated by statute or contract.

Light Frame Construction. Materials used for construction are generally lightweight and provide a high degree of structural flexibility to applied forces, such as earthquakes, hurricanes, tornadoes, etc. These structures are typically constructed with a skeletal structural frame system of wood or light gage steel components, which provide support to the floor or roof assemblies. Examples of this construction type are wood frame structures used for residential, multiple low-rise occupancies and light commercial occupancies up to four stories in height. Light gage steel frame buildings include commercial business and light manufacturing occupancies and facilities.

Medical Supply Cache. A cache consists of standardized medical supplies and equipment stored in a predetermined location for dispatch to incidents.

Message Center. The Message Center receives, records, and routes information about resources reporting to the incident, resource status, and administration and tactical traffic.

MICU (Mobile Intensive Care Unit). Refers to a vehicle equipped to support paramedic functions. It would include drugs, medications, cardiac monitors and telemetry, and other specialized emergency medical equipment.

Minor Treatment. These patients' injuries require simple rudimentary first-aid.

Mobilization Center. An off-incident location at which emergency service personnel and equipment are temporarily located pending assignment, release, or reassignment.

Morgue (Temporary On-Incident). Area designated for temporary placement of the dead.

Multi-Agency Coordination (MAC). The coordination of assisting agency resources and support to emergency operations.

Multi-Agency Coordination System (MACS). The combination of facilities, equipment, personnel, procedures, and communications integrated into a common system with responsibility for coordination of assisting agency resources and support to agency emergency operations.

Multi-Casualty. The combination of numbers of injured personnel and type of injuries that exceed the capability of an agency's normal first response.

Operational Period. The period of time scheduled for execution of a given set of tactical actions as specified in the Incident Action Plan.

Operations Coordination Center (OCC). The primary facility of the Multi Agency Coordination System. It houses the staff and equipment necessary to perform the MACS functions.

Out-of-Service Resources. Resources assigned to an incident but unable to respond for mechanical, rest, or personnel reasons.

Patient Transportation Recorder. Responsible for recording pertinent information regarding off-incident transportation of patients.

Personal Protective Equipment (PPE). That equipment and clothing required to shield and/or isolate personnel from thermal, chemical, radiological, physical, or biological hazards.

Personnel Accountability. The ability to account for the location and status of personnel.

Personnel Accountability Reports (PAR). Periodic reports verifying the status of responders assigned to an incident.

Planning Meeting. A meeting, held as needed throughout the duration of an incident, to select specific strategies and tactics for incident control operations and for service and support planning.

Pre-Cast Construction. Structures of this type are built utilizing modular pre cast concrete components that include floors, walls, columns and other sub components that are field connected upon

placement on site. Individual concrete components utilize imbedded steel reinforcing rods and welded wire mesh for structural integrity and may have either steel beam, column, or concrete framing systems utilized for the overall structural assembly and building enclosure. These structures rely on single or multi-point connections for floor and wall enclosure assembly and are a safety and operational concern during collapse operations. Examples of this type of construction include commercial, mercantile, office and multi-use or multi-function structures including parking structures and large occupancy facilities.

Protective Actions. The actions taken to preserve the health and safety of emergency responders and the public during an incident involving releases of hazardous materials. Examples would include evacuations or in-place protection techniques.

PWC. Personal watercraft (water bike, jet ski).

Qualified. A person meeting a recognized level of training, experience and certification for the assigned position.

Radio Cache. A cache may consist of a number of portable radios, a base station and, in some cases, a repeater stored in a predetermined location for dispatch to incidents.

Refuge Area. An area identified within the incident for the assembly of individuals in order to reduce the risk of further contamination or injury.

Reinforced Response. Those resources requested in addition to the initial response.

Reporting Locations. Any one of six facilities/locations where incident assigned resources may check in.

Resources. All personnel and major items of equipment available, or potentially available, for assignment to incident tasks on which status is maintained.

Respiratory Protection. The provision of a NIOSH approved breathing system to protect the respiratory system of the wearer from hazardous atmospheres.

Responder Rehabilitation. The rest and treatment of incident personnel who are suffering from the effects of strenuous work and/or extreme conditions.

Safe Refuge Area (SRA). A safe area within the Contamination Reduction Zone (CRZ) for the assembly of individuals who were on site at the time of the spill. Separation of any potentially contaminated

or exposed persons from non exposed persons should be accomplished in the SRA.

Search Marking System. A standardized marking system employed during and after the search of a structure for potential victims.

Section. The organization level having functional responsibility for primary segments of incident management (Operations, Planning, Logistics, Finance/Administration). The Section level is organizationally between Branch and Incident Commander.

SEMS (Standardized Emergency Management System).

California's Emergency Management System that facilitates priority setting, interagency cooperation, and the efficient flow of resources and information utilizing ICS principles including the five elements of Command, Operations, Planning, Logistics, and Finance/Administration. SEMS is used in California at five levels: Field Response, Local Government, Operational Areas, Regions, and State. SEMS incorporates the Incident Command System, Multi/Inter-Agency Coordination, Mutual Aid, and the Operational Area Concept.

Single Resource. An individual piece of equipment and its personnel complement, or an established crew or team of individuals with an identified work supervisor that can be used on an incident.

Site. That area within the Contamination Reduction Control Line at a hazardous materials incident.

Site Safety and Control Plan (ICS Form 208). An emergency response plan describing the general safety procedures to be followed at an incident involving hazardous materials, and prepared in accordance with CCR Title 8, Section 5192, and 29 CFR 1910.120.

Staging Area. That location where incident personnel and equipment are assigned on a three-minute available status.

Standby Members (2-in, 2-out). Two personnel who remain outside the hazard area during the initial stages of an incident to rescue responders and who are responsible for maintaining a constant awareness of the number and identity of members operating in the hazardous area, their location and function, and time of entry.

START - S.T.A.R.T. Acronym for Simple Triage And Rapid Treatment.

Strategy. The general plan or direction selected to accomplish incident objectives.

Strike Team. Specified combinations of the same kind and type of resources, with common communications and a leader.

Structure/Hazards Marking System. A standardized marking system to identify structures in a specific area and any hazards found within or near the structure.

Support Zone. The area outside of the Contamination Control Line where equipment and personnel are assembled in support of incident operations, wherein such personnel and equipment are not expected to become contaminated.

Swiftwater. Water that is moving fast enough to produce sufficient force to present a significant life and safety hazard to a person entering the water.

Training Levels:

Awareness: Knowledge based course of instruction, emphasizing hazards and personnel safety. Generally lecture only.

Operational: Participation based course of instruction; emphasizing personal safety, team safety and limited low risk victim rescue. The course generally includes objective evaluation and testing.

Technician: Performance based course of instruction emphasizing personnel safety, team safety, and mid to high-risk victim rescue. The course generally includes objective evaluation and testing.

Tactics. Deploying and directing resources on an incident to accomplish the objectives designated by current incident strategy.

Task Force. A group of resources with common communications and a leader that may be pre-established and sent to an incident, or formed at an incident.

Technical Reference. Access to, use of, and interpretation of various technical databases, chemical substance data depositories, response guidelines, regulatory documents, and other sources both in print and electronic format.

Technical Specialists. Personnel with special skills who are activated only when needed.

Triage. Screening and classification to determine priority needs in order to ensure the efficient use of personnel, equipment and facilities.

Triage Tag (medical). A tag used by triage personnel to identify and document the patient's medical condition.

Unified Command. Unified Command is a team effort that allows all agencies with jurisdictional responsibility for the incident, either geographical or functional, to manage an incident by establishing a common set of incident objectives and strategies. This is

accomplished without losing or abdicating agency authority, responsibility or accountability.

Unit. An organizational element having responsibility for a specific function within the Operations, Plans, Logistics, or Finance Sections.

Urban Search and Rescue (US&R) Company. Any ground vehicle(s) providing a specified level of US&R operational capability, rescue equipment, and personnel.

Urban Search and Rescue (US&R) Crew. A pre-determined number of individuals who are supervised, organized and trained principally for a specified level of US&R operational capability. They respond without equipment and are used to relieve or increase the number of US&R personnel at the incident.

Weapons of Mass Destruction (WMD). Reference to those substances that can be weaponized and are developed for the purpose of creating widespread injury, illness and death. Agents are produced in quantity and/or filled

Review History

Date	Group	Reviewed by.	Reviewer's Comments	Approved

Approved Key: approved (**YES**), pending (**NO**). Missing in action (**MIA**)

YES: indicates that the design has been reviewed, the design contains enough information for a proper implementation, provides enough raw information to help 3rd-parties create requirements, and no pending issues

NO: requires comments detailing expected action items (issues) in order to get it approved.

Big issues (not minor cosmetic) must be tracked in the Issues Table (below).

MIA: indicates no feedback (positive or negative) was received from a member of a group.

Revision History

Date	Name	Summary of Changes	Status
29 May 2008	Michael Radovancevich	Added Revision History, added Documentation Flowchart, operational briefing, Creative Scrounging, other edits	WORKING DRAFT
30 May 2008	Michael Radovancevich	Updates from meeting, added Copyright notice	WORKING DRAFT
09 Jun 2008	Michael Radovancevich	Add page numbers	WORKING DRAFT
10 Jun 2008	Michael Radovancevich	Added priority to TODO list, incorporated ICP Staff Change, updated Operational Briefing Agenda, added Signage list	WORKING DRAFT
16 Jun 2008	Michael Radovancevich	Added Communications updates, cleaned up TOC, Edited Position Descriptions, Modified workflow diagram	WORKING DRAFT
29 Jun 2008	Michael Radovancevich	Feedback and corrections from previous meetings	WORKING DRAFT
03 July 2008	Michael Radovancevich	Eliminate empty sections, additional updates to position descriptions	WORKING DRAFT
11 August 2008	Michael Radovancevich	Cleanup	WORKING DRAFT
24 August 2008	Michael Radovancevich	Incorporate changes from 12 Aug meeting. Last draft before restructuring	WORKING DRAFT
21 Sep 2008	Michael Radovancevich	Break out into individual documents and organize based on feedback from last working session.	WORKING DRAFT
26 Oct 2008	Michael Radovancevich	Incorporate feedback and revisions from Jack, John and Wayne	WORKING DRAFT

31 October 2008	Jack, Wayne, Michael and John	Many revisions incorporated.	FIRST REVIEW DRAFT
18 November 2008	Michael, Jack, Wayne, Karin	Incorporate feedback from Jan Brown and Karin Patterson	SECOND REVIEW DRAFT
05 January 2009	Michael, Jack Wayne	Incorporate Feedback from review with Lee Bach. Reorganized for a quick start.	THIRD REVIEW DRAFT
20 February 2009	Michael, Jack, Wayne	Incorporated feedback from eval session	
22 May 2009	Michael	Restructured for fourth review	FOURTH REVIEW DRAFT
13-18 April 2009	Michael	Final Review Content	
18 April 2010	Michael		FIFTH REVIEW DRAFT
22 August 2011	Michael, Wayne, Ken	Revisions from FCFD, Add Ken Napior's BINDER4-MedicalGroupSupervisor	FIRST EDITION