

## Appendix B

### GLOSSARY OF TERMS

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

**Agency Representative.** An individual assigned to an incident from an assisting or cooperating agency who 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 Transportable Mobile Weather Unit (ATMWU).** A weather data collection and forecasting facility consisting of seven modules, weighing a total of 355 pounds and occupying 34.2 cubic feet of space when transported. Used by a National Weather Service Fire Weather Forecaster.

**Allocated Resources.** Resources dispatched to an incident that have not yet checked-in with the Incident Communications Center.

**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.

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

**Base.** That location at which 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 collocated with the base. There is only one base per incident.

**Branch.** That organizational level having functional or geographic

responsibility for major parts of 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 or by functional name (e.g., medical, security, etc.).

**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.** The use of plain English in radio communications transmissions. No Ten Codes, or agency specific codes are used when using Clear Text.

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

**Company.** Any piece of equipment having a full complement of personnel.

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

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

**Coordination Center.** Term used to describe any facility that is used for the coordination of agency or jurisdictional resources in support of one or more incidents.

**Cost Sharing Agreements.** Agreements between agencies or jurisdictions to share designated costs related to incidents. Cost sharing agreements are normally written but may also be verbal between authorized agency or jurisdictional representatives at the incident.

**Deputy.** A fully qualified individual who, in the absence of a superior, could be delegated the authority to manage a functional operation or perform a specific task. In some cases, a Deputy could act as relief for a superior and therefore must be fully qualified in the position. Deputies can be assigned to the Incident Commander, General Staff, and Branch Directors.

**Dispatch.** The implementation of a *command* decision to move a resource or resources from one place to another.

**Division.** That organization level having responsibility for operations within a defined geographic area or with functional responsibility. The Division level is organizationally between the Strike Team and the Branch. (See also “Group”)

**“Emergency Traffic.”** A 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.

**NOTE:** The term **Mayday** should not be used for fire ground communications which could cause confusion with the term used for aeronautical and nautical emergencies.

**General Staff.** The group of incident management personnel comprised of:

- The Incident Commander
- The Operations Section Chief
- The Planning Section Chief
- The Logistics Section Chief
- The Finance / Administration Section Chief

**Group.** Groups are established to divide the incident into functional areas of operation. Groups are composed of resources assembled to perform a special function not necessarily within a single geographic division (See Division). Groups are located between Branches (when activated) and Resources in the Operations Section.

**Helibase.** A location within the general incident area for parking, fueling,

maintenance, and loading of helicopters.

**Helispot.** A location where a helicopter can take off and land. Some helispots may be used for temporary retardant loading.

**Helitanker.** A helicopter equipped with a fixed tanker, Air Tanker Board Certified, capable of delivering a minimum of 1,100 gallons of water, retardant, or foam.

**Incident Action Plan (IAP).** The Incident Action Plan, which is initially prepared at the first meeting, contains general control objectives reflecting the overall incident strategy, and specific action plans for the next operational period. When complete, the Incident Action Plans will have a number of attachments.

**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 necessary for the selection of appropriate strategy(s), and the tactical direction of resources. Incident objectives are based on realistic expectations of what can be accomplished when all allocated resources have been effectively deployed. Incident objectives must be achievable and measurable, yet flexible enough to allow for strategic and tactical alternatives.

**Infrared (IR).** A heat detection system used for fire detection, mapping and hot spot identification.

**Initial Response.** Resources initially committed to an incident.

**Jurisdictional Agency.** The agency having jurisdiction and responsibility

for a specific geographical area.

**LCES Checklist.** In the wildland fire environment, Lookouts, Communications, Escape Routes, Safety Zones (LCES) is key to safe procedures for firefighters. The elements of LCES form a safety system used by firefighters to protect themselves. This system is put in place before fighting the fire: select a lookout or lookouts, set up a communication system, choose escape routes, and select a safety zone or zones.

**Mayday.** An international distress signal. The term Mayday should not be used for fire ground communications which could cause confusion with the term used for aeronautical and nautical emergencies.

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

**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.

**NOAA Weather Station.** A mobile weather data collection and forecasting facility (including personnel) provided by the National Oceanic and Atmospheric Administration which can be utilized within the incident area.

**Operational Period.** The period of time scheduled for execution of a given set of operation 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.

**Orthophoto Maps.** Aerial photographs corrected to scale so that geographic measurements may be taken directly from the prints. They

may contain graphically emphasized geographic features and may be provided with overlays of such features as: water systems, important facility locations, etc.

**Overhead Personnel.** Personnel who are assigned to supervisory positions which includes Incident Commander, Command Staff, General Staff, Directors, Supervisors and Unit Leaders.

**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.

**Personnel Accountability.** The ability to account for the whereabouts and welfare of personnel. It is accomplished when supervisors ensure that ICS principles and processes are functional and personnel are working within these guidelines.

**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.

**Rapid Intervention Crew / Company (RIC).** A crew or company designated to standby in a state of readiness to perform a rescue effort of firefighters.

**Recorder.** Person assigned to record information. May be utilized by any ICS position having need.

**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. The locations are: Incident Command Post - Resources Unit, Base, Camp, Staging Area, Helibase or Division/Group Supervisor for direct line assignment. (Check-in at one location only.)

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

**Responder Rehabilitation.** Also known as “rehab”; resting and treatment of incident personnel who are suffering from the effects of strenuous work and/or extreme conditions.

**Section.** That organization level having functional responsibility for primary segments of incident operations such as: Operations, Planning, Logistics, Finance/Administration. The Section level is organizationally between Branch and Incident Commander.

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

**Staging Area.** That location where incident personnel and equipment are assigned on a three (3) minute available status.

**Standby Members.** Two members/personnel who remain outside the hazard area during the “initial stages” of an incident. The standby members shall be 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. The standby members shall remain in radio, visual, voice or signal line communications with the team.

**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.

**Tactics.** Deploying and directing resources on an incident to accomplish the objectives designated by 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 Specialists.** Personnel with special skills who are activated only when needed. Technical Specialists may be needed in the areas of fire behavior, water resources, environmental concerns, resource use and training areas.

**Unified Command.** In ICS, Unified Command is a unified team effort which allows all agencies with 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.** That organization element having functional responsibility for a specific incident planning, logistic, or finance activity.

**Watershed Rehabilitation.** Also known as “rehab”; restoration of watershed to as near as possible, its pre-incident condition, or to a condition where it can recover on its own.