

Cultural Community Terms

Archives (also Archive, Archival)	Can refer to one or more collections or institutions, or to the profession of administering those collections or institutions. 1. Materials created or received by a person, family, or organization, whether public or private; 2. Permanent records; 3. The division within an organization that maintains the organization's records of permanent value; 4. An organization that collects archival records; 5. The building (or portion thereof) that houses archival collections.
Collection	A group of materials with some unifying characteristic, or that have been assembled from a variety of sources; an artificial collection; or the holdings of an institution or repository.
Historical Society	An organization that seeks to preserve and promote interest in the history of a town, area, time period, or subject.
Library	A collection of published materials, including books, magazines, sound recordings, DVDs, etc., or the building used to house such materials.
Local Government	A county, municipality, city, town, township, village, or other public entity. Includes tribes or authorized tribal entities, or in Alaska, a Native Village or Alaska Regional Native Corporation.
Museum	A public or private nonprofit agency or institution, organized on a permanent basis for essentially educational or aesthetic purposes, that owns or uses objects, cares for them, and exhibits them to the public on a regular basis.
Public Record	Information, created or received by a government agency in the course of business, that is preserved for future reference.
Records Management	The administration of records throughout their lifecycle, including creation, use, handling, control, maintenance, and disposition.
Repository	Any type of organization that holds cultural resource collections, including archives, libraries, museums, historical societies, and historic properties.
Vital Statistics	Public records required by law that document significant life events, such as births, deaths, and marriages.

Standard Emergency Management Terms

(If a source is cited, the definition was taken directly from that source; otherwise, definitions have been adapted from various sources.)

Agency	Refers to either a division of government with a specific function or a nongovernmental organization (e.g., private contractor, business, etc.) that offers a particular kind of assistance. In the Incident Command System, agencies may be jurisdictional (having statutory responsibility for incident management) or assisting/cooperating (providing resources or other assistance).
Community Emergency Response Team (CERT)	CERT training educates people within a community about emergency preparedness for hazards that may impact their area, and trains them in basic emergency response skills, such as fire safety, light search and rescue, team organization, and emergency medical operations.
Continuity of Operations (COOP) Plan	A written plan that ensures the continuity of essential functions of a government agency, a commercial business, and/or a private nonprofit or other organization in the event of an emergency. The plan should identify the vital information, personnel, and other resources required to continue the essential functions of the organization, and it should set out strategies for ensuring their safety and security. USE FOR: Business continuity planning
Critical Infrastructure	Systems, assets, and networks, whether physical or virtual, so vital to the United States that the incapacity or destruction of such systems and assets would have a debilitating impact on security, national economic security, national public health or safety, or any combination of those matters.—from National Response Framework Resource Center, Glossary/Acronyms
Damage Assessment Team	A team put together to assess the effects of an emergency or disaster, which areas were hardest hit, what type of damage was done, what situations must be given priority, and what types of assistance are needed.
Department of Homeland Security (DHS)	Established in 2002, DHS is a Cabinet-level department of the federal government responsible for protecting against terrorist attacks and other domestic emergencies, including responding to natural disasters. The Federal Emergency Management Agency (FEMA) is a part of DHS.
Emergency Management Assistance Compact (EMAC)	A congressionally ratified organization that provides form and structure to interstate mutual aid. Through EMAC, states can request and receive assistance from other member states without worrying about liability or reimbursement.
Emergency Operations Center (EOC)	The physical location where the coordination of information and resources to support on-scene emergency operations takes place. An EOC may be temporary or permanent, and it may be organized by functional disciplines (e.g., fire, law enforcement, medical services) or by jurisdiction (e.g., federal, state, regional, tribal, city, county), or by some combination of the two.
Emergency Support Functions (ESFs)	Used by the federal government and many state governments as the primary mechanism, at the operational level, to organize and provide assistance. ESFs group capabilities and resources into those functions that would most likely be needed during an incident (e.g., Transportation, Communications, Public Works, Engineering). Historic properties and natural and cultural resources are covered under the federal ESF #11 – Agriculture and Natural Resources.
Federal Coordinating Officer (FCO)	Designated in the National Response Framework, a senior FEMA official who coordinates federal support activities for Stafford Act events. The FCO is the primary federal representative with whom the State Coordinating Officer and other state, tribal, and local response officials work to determine the most urgent needs and set objectives for an effective response in collaboration with the Unified Coordination Group. See also: Stafford Act, State Coordinating Officer, Unified Coordination Group

Standard Emergency Management Terms CONTINUED

Federal Emergency Management Agency (FEMA)	<p>The component of the Department of Homeland Security (DHS) that is responsible for mitigating hazards on the national level and managing federal response and recovery efforts following any national incident. Statutory authority for FEMA disaster response activities is provided by the Stafford Act.</p> <p>See also: Stafford Act</p>
Governor’s Authorized Representative	<p>A senior state official who works with federal representatives to ensure smooth cooperation, identify the state’s needs, represent the governor in the Unified Coordination Group, and coordinate and supervise the state disaster assistance program.</p> <p>See also: State Coordinating Officer, Unified Coordination Group</p>
Incident	<p>An occurrence or event (natural or man-made) that requires a response to protect life or property. Incidents can include terrorist attacks, civil unrest, wildfires, floods, hazardous materials spills, nuclear accidents, earthquakes, hurricanes, tornadoes, public health and medical emergencies, and other occurrences.</p>
Incident Command System (ICS)	<p>A management system for organizing emergency response. ICS uses a consistent structure and procedures designed to successfully integrate widely differing organizations during an emergency. A key feature of ICS is its flexibility; it can be used in both large and small events by expanding or contracting its structure. ICS is used for all kinds of emergencies, by various jurisdictions and functional agencies, both public and private, to organize on-scene incident management operations.</p>
Incident Commander	<p>The individual with overall authority for directing all on-scene incident activities, including the development of strategies, tactics, and action plans and the ordering and release of resources.</p>
Joint Field Office (JFO)	<p>A temporary facility that is established to facilitate and coordinate federal assistance to a state when state resources have been overwhelmed. It may house representatives of federal, state, tribal, and local governments, and private-sector and nongovernmental organizations with primary responsibility for response and recovery. The JFO is led by the Unified Coordination Group.</p> <p>See also: Unified Coordination Group</p>
Joint Information Center (JIC)	<p>A JIC is established to coordinate and disseminate information for the public and media concerning an incident. JICs may be established locally, regionally, or nationally depending on the size and magnitude of the incident.</p>
Mutual Aid and Assistance Agreement	<p>Written or oral agreement, between and among agencies/organizations and/or jurisdictions, that provides a mechanism to obtain emergency assistance quickly in the form of personnel, equipment, materials, and other associated services. The primary objective is to facilitate rapid, short-term deployment of emergency support prior to, during, and/or after an incident. —from National Response Framework Resource Center, Glossary/Acronyms</p> <p>USE FOR: Memorandum of Understanding (MOU)</p>
National Incident Management System (NIMS)	<p>A management system, used in the National Response Framework, that provides guidance for government agencies, the private sector, and nongovernmental organizations to prepare for, prevent, respond to, recover from, and mitigate the effects of incidents. The use of ICS for incident response is mandated in NIMS.</p>
National Infrastructure Protection Plan (NIPP)	<p>A plan prepared by DHS to provide a coordinated approach to protecting critical infrastructure and key resources. The plan designates roles and responsibilities for federal, state, tribal, local, and private-sector security partners. NIPP sets national priorities, goals, and requirements for effective distribution of funding and resources that will help ensure that our government, economy, and public services continue in the event of a terrorist attack or other disaster.</p>

Standard Emergency Management Terms CONTINUED

National Response Coordination Center (NRCC)	FEMA's primary operations management center for most national incidents and the focal point for coordinating resources nationally. Supervises the RRCCs, located in each of FEMA's 10 regions. See also: Regional Response Coordination Centers
National Response Framework (NRF)	The NRF describes the response principles, roles, and structures that organize national response. It describes how communities, states, the federal government, and private-sector and nongovernmental partners apply these principles to conduct a coordinated, effective national response. It also covers special circumstances in which the federal government needs to exercise a larger role, including catastrophic incidents for which a state requires significant support.
NCH Resources	Natural and Cultural Resources and Historic Properties—from National Response Framework, Emergency Support Function #11—Agriculture and Natural Resources Annex.
Nongovernmental Organization (NGO)	A private organization that serves a public purpose and may work cooperatively with the government. NGOs provide a number of relief services and often play a major role before, during, and after an emergency. Examples of NGOs include faith-based charity organizations and the American Red Cross.
Preparedness	The process of identifying the personnel, training, equipment, and activities that might be needed for a wide range of potential emergencies, and developing a plan of action to be carried out if an emergency occurs.
Principal Federal Official (PFO)	In catastrophic or particularly complex incidents requiring federal assistance to a state, a PFO may be appointed to serve as DHS's primary representative to ensure consistency of federal support activities. Along with the Federal Coordinating Officer, the PFO serves as part of the Unified Coordination Group. See also: Stafford Act, Federal Coordinating Officer, Unified Coordination Group
Recovery	The development, coordination, and execution of plans to restore regular activities and services after an incident (for cultural resources, this includes recovery of collections); evaluation of the incident to identify lessons learned; and development of strategies to mitigate the effects of future incidents.
Regional Response Coordination Centers (RRCCs)	Located in each FEMA region, these coordination centers are staffed by Emergency Support Functions in anticipation of a serious incident in the region or immediately following an incident. They coordinate federal regional response efforts and act as a liaison with state emergency operations centers and any other operation centers involved in the incident. See also: National Response Coordination Center, Emergency Support Functions
Response	Immediate actions to save lives, protect property and the environment, and meet basic human needs. Response also includes the execution of emergency plans and actions to support short-term recovery.—from National Response Framework Resource Center, Glossary/Acronyms
Stafford Act	The Robert T. Stafford Disaster Relief and Emergency Assistance Act, P.L. 93-288, as amended, describes the programs and processes by which the federal government provides disaster and emergency assistance to state and local governments, tribal nations, eligible private, non-profit organizations, and individuals affected by a declared emergency or major disaster. The Stafford Act covers all hazards, including natural disasters and terrorist events. Stafford Act declarations are made by the President at the request of the FEMA Regional Administrator for the affected state or region.
State Coordinating Officer (SCO)	The individual appointed by the governor to coordinate state disaster assistance efforts with those of the federal government in the event of a Stafford Act declaration. See also: Stafford Act, Governor's Authorized Representative, Unified Coordination Group

Standard Emergency Management Terms CONTINUED

Tabletop Exercise (TTX)	A specific type of exercise designed to test and evaluate operational capabilities, with the goal of identifying and correcting weaknesses in emergency operations plans. A tabletop exercise presents an emergency scenario to a group, which then discusses the scenario and brainstorms actions to be taken. Tabletops are generally informal and evaluated by the participants after completion.
Unified Command (UC)	Used in the Incident Command System when more than one agency has jurisdiction over the incident, or when incidents cross political jurisdictions. Members of the UC (senior officials from the agencies and/or disciplines involved) establish a common set of objectives and strategies and a single Incident Action Plan. See also: Incident Command System
Unified Coordination Group	A group of senior state officials and representatives from key federal departments and agencies that is established at the Joint Field Office (JFO) in the event that federal support is needed for a state. The Unified Coordination Group may include the State Coordinating Officer, the Governor's Authorized Representative, the Federal Coordinating Officer, the Principal Federal Official, and other officials representing state and federal interests, as well as tribal governments, local jurisdictions, the private sector, or nongovernmental organizations, as needed. See also: Stafford Act, Governor's Authorized Representative, State Coordinating Officer, Federal Coordinating Officer, Principal Federal Official

Acronyms

AAM	American Association of Museums	HMGP	Hazard Mitigation Grant Program
AASLH	American Association for State and Local History	HSEEP	Homeland Security Exercise and Evaluation Program
AIC	American Institute for Conservation	HSPD	Homeland Security Presidential Directive
CCAHA	Conservation Center for Art and Historic Artifacts	ICS	Incident Command System
CCC	Command / Control / Communication	IMAT	Incident Management Assist Team
CEMP	Comprehensive Emergency Management Plan	IMLS	Institute of Museum and Library Services
CERT	Community Emergency Response Team	IPER	Intergovernmental Preparedness for Essential Records
CIKR	Critical Infrastructure and Key Resources	JFO	Joint Field Office
COOP	Continuity of Operations	JIC	Joint Information Center
CoSA	Council of State Archivists	LSTA	Library Services and Technology Act
DHS	Department of Homeland Security	MBLC	Massachusetts Board of Library Commissioners
DMA	Disaster Mitigation Act	MOU	Memorandum of Understanding
EM	Emergency Management	NARA	National Archives and Records Administration
EMAC	Emergency Management Assistance Compact	NCH	Natural and Cultural Resources and Historic Properties
EMI	Emergency Management Institute	NEDCC	Northeast Document Conservation Center
ENS	Emergency Notification System	NFIP	National Flood Insurance Program
EOC	Emergency Operations Center	NIMS	National Incident Management System
EOP	Emergency Operations Plan	NIPP	National Infrastructure Protection Program
EPI	Emergency Preparedness Initiative	NOC	National Operations Center
ESF	Emergency Support Function	NPS	National Park Service
FCO	Federal Coordinating Officer	NRCC	National Response Coordination Center
FEMA	Federal Emergency Management Agency	NRP	National Response Plan
FMA	Flood Mitigation Assistance	NGO	Nongovernmental Organization
GIS	Geographic Information System	NRF	National Response Framework
HERA	Heritage Emergency Response Alliance	NSEC	National Standard Exercise Curriculum
HIRA	Hazard Identification and Risk Assessment	PDM	Pre-Disaster Mitigation
HLT	Hurricane Liaison Team		

PFO	Principal Federal Official
PReP™	Pocket Response Plan™
RAP	Regional Alliance for Preservation
REPP	Risk Evaluation and Planning Program
RRCC	Regional Response Coordination Center
SAA	Society of American Archivists
SBA	Small Business Administration
SCO	State Coordinating Officer
SHPO	State Historic Preservation Office
THPO	Tribal Historic Preservation Office
TTX	Tabletop Exercise
UC	Unified Command
WESTPAS	Western States and Territories Preservation Assistance Service

Additional Glossaries

National Response Framework Resource Center, Glossary/Acronyms, at www.fema.gov/emergency/nrf/glossary.htm.

ICDRM/GWU Emergency Management Glossary of Terms (updated January 2009), at www.gwu.edu/~icdrm/publications/PDF/EM_Glossary_ICDRM.pdf.

The Society of American Archivists, A Glossary of Archival and Records Terminology, at www.archivists.org/glossary/.