

## APPENDIX E: DEFINITIONS

- ***“Academic Impact Unit”*** is the group responsible for following through on Emergency Management Advisory Team directions regarding the continuation of academic activities on campus in the event of an emergency.
- ***“Annex”*** is a document, separate from the basic Emergency Operations Plan, that outlines how HC will respond to specific types of emergencies. These documents are developed and maintained separate from the EOP yet are referenced in it and are an integral piece to the emergency response. In general, “Annexes” are broken out into two sections; “Functional Annexes” and “Threat/Hazard Annexes.”
  - ***“Emergency Support Function Annexes”*** relates to what school personnel will do in response to an incident, how the school will continue essential operations during or immediately after an incident, and the steps the school will take to recover after an incident. Examples include; Communication and Technology, Transportation, Mass Care, Logistics Management, Public Health, Mental Health, Medical Services, Hazardous Material Responses, Security, etc.
  - ***“All Threat/Hazard Annexes”*** identifies specific types of threat and hazard incidents that will require unique procedures within the schools EOP. These Annexes generally break down into three categories; Human-Caused, Natural, Technological. Examples include; Evacuations, Lockdowns, Shelter-in-Place, Active Shooter, Earthquakes, Hazardous Materials, Fires, General Disturbances, Assaults, Rape or Sexual Assaults, Death, Bomb Threats, Suspicious Packages, Hostage Situations, etc.
    - ***Human-Caused:*** Criminal/Violent Behavior, Intruder, Demonstration, Active Shooter, Terrorism, or
    - ***Natural:*** Earthquakes, Floods, Hazardous Weather, Public Health), or
    - ***Technological:*** (Infrastructure/Utility Disruption, radiological, or hazardous material release).
- ***“Command Staff”*** is the staff who report directly to the Incident Commander/Emergency Manager, including the Public Information Officer, Safety Officer, Liaison Officer, and other positions as required. They may have an assistant or assistants as needed.
- ***“Campus Communications Center”*** is a designated location(s) with the capabilities to have a minimum of three incoming and outgoing phone lines for the purpose to answer questions and direct the college and greater Helena Community to emergency resources and/or provide incident/situational updates.
- ***“Campus Communications Group”*** a group of people trained and specialized in the art of written and oral communications. This may include social media accounts and websites.

- ***“Concept of Operations”*** means the Helena College overall approach to the preparation and management of a disaster/emergency, including response efforts and how HC will implement the concepts and procedures of an incident command system.
- ***“Deputy Incident Commander”*** in the temporary absence of the incident commander, a person trained to fill and assume the role and responsibilities of the Incident Commander.
- ***“Disaster”*** means an occurrence or threat of widespread or severe damage, injury or loss of life or property resulting from any human-caused, natural or technological cause, including but not limited to fire, flood, earthquake, wind, storm, hazardous materials spill, or other water contamination requiring emergency action to avert danger or damage, epidemic air contamination, blight, extended periods of severe and inclement weather, drought, infestation, critical shortage of essential fuels and energy, explosion, riot, hostile military or paramilitary action, or acts of domestic terrorism.
- ***“Emergency”*** means an event that threatens life, health, safety, or property and requires immediate action. Events that could activate the alert system would include fires, chemical spills, or accidents that would require evacuation of buildings or the campus; a hostage or violent situation that could require evacuation, lockdown or closure of the campus; and natural disasters such as earthquakes and weather-related events that would affect the safety and well-being of individuals on campus.
- ***“Emergency Call Center (ECC)”*** Is the facility/location designed to receive calls from the public during a campus emergency.
- ***“Emergency Action Plan (EAP)”*** is a specific written plan for a particular building that describes emergency action steps to safeguard students, faculty, and staff in the event of an emergency. Emergency Action Plans should include contingency plans and routes to safety.
- ***“Emergency Manager (EM)”*** is a position within the Helena College hierarchy & designated command and control of the HC-Emergency Operation Center. The Emergency Manager is responsible for leading and managing The HC Emergency Management Team, The Emergency Response Team, and Helena College resources during and throughout an emergency, while receiving guidance and direction from the Emergency Management Advisory Team. The National Incident Management System (NIMS) refers to this position as the Incident Commander. For purposes of clarity, the titles “Emergency Manager” & “Incident Commander” have the same meaning and responsibilities until the size and magnitude of the emergency requires external response and command from governmental entities such as; law enforcement, fire, public health, or public works.
- ***“Emergency Management Team”*** means the efforts of Helena College to develop, plan, analyze, conduct, provide, implement, and maintain programs for disaster/emergency prevention, mitigation, preparedness, response, and recovery.
- ***“Emergency Management Advisory Team (EMAT)”*** is the highest-echelon team within HC – This team is comprised of The Dean/CEO and designated Cabinet members. The EMAT team approves the final EOP and sets expectations for the Emergency Manager and Emergency Management Team on policies and procedures. This group provides oversight by setting strategic

goals and objectives for the Incident Response Team to accomplish during an emergency incident.

- ***“Emergency Operations Center (EOC)”*** means a location where HC strategic management decisions are made in support of HC field operations during an emergency incident or situation.
- ***“Emergency Operations Plan (EOP)”*** means the written plan of Helena College describing the organization, mission, and functions, and supporting services for responding to and recovering from disaster/emergencies.
- ***“Emergency Response Team (ERT)”*** is defined as all trained personnel that respond to and are assigned a functional role in the Incident Command System (ICS) during an emergency. The list of personnel, by position title, is found in the “EOC Staff Organization and Assignments” pages of the “Direction and Control” section. The ERT is responsible for directing HC resources in support of emergency response operations and maintaining continuity of critical business functions on campus. These individual team members are expected to enhance their skill sets within their designated areas of responsibility outside of when emergencies are occurring or present.
- ***“EOC Activation Team”*** is a group of personnel trained to set up the Emergency Operation Center (EOC) and/or Crisis Communications Center when activated for an event or incident.
- ***“Exercise”*** means a planned event realistically simulating a disaster/emergency, conducted for the purpose of evaluating Helena College’s coordinated emergency management capabilities, including, but not limited to, testing emergency operations plan and associated safety/security features.
- ***“Full-scale Exercise”*** means a time-pressured exercise of a minimum of six functions of the Emergency Operations Plan, involving strategic and tactical decision-making, including the direction and control function, activating the Emergency Operations Center and Incident Command Post, and deploying responders, equipment, and resources to the field.
- ***“Functional Exercise”*** means a time-pressured exercise of a minimum of four functions of the Emergency Operation Plan, involving strategic and tactical decision-making, including direction and control function, activating the Emergency Operations Center or the Incident Command Post, or both.
- ***“General Staff”*** is the group of incident management personnel organized according to function and reporting to the Incident Commander/Emergency Manager. The general staff consists of the Operations Section Chief, Planning Sections Chief, Logistics Sections Chief, and Finance/Administration Sections Chief.
- ***“Incident Action Plan (IAP)”*** means an oral or written plan containing specific objectives or goals for the overall strategy of managing an incident. It may include the identification of operational resources and assignments. It also may include attachments that provide directions, maps, and essential information for management of the incident during one or more operation periods.

- ***“Incident Commander (IC)”*** means the HC Emergency Manager in charge of HC Emergency Operations Center during an emergency incident or situation. For purposes of clarity, the titles “Incident Commander” & “Emergency Manager” have the same meaning and responsibilities until the size and magnitude of the emergency requires external response and command from governmental entities such as; law enforcement, fire, public health, or public works.
- ***“Incident Command Post (ICP)”*** means the location at which the primary command functions for field operations are executed.
- ***“Incident Command System (ICS)”*** means a system that combines facilities, equipment, personnel, procedures, and communications to operate within a common organizational structure and that designates responsibility for the management of assigned resources to effectively accomplish stated campus goals and objectives during a disaster/emergency.
- ***“Joint Information Officer (JIC)”*** means a centralized facility where organizations responding to an emergency coordinate the release of accurate and timely information to the public and the media and provide a central source for all instructions. A JIC is operated cooperatively by all responding levels of federal, state, and local governments and organizations and the involved facility.
- ***“Liaison Officer”*** is a functional member of the Command Staff within the EOC and is responsible for keeping the Emergency Management Advisory Team (EMAT) apprised of the incident status and actions taken by the Emergency Response Team. The Liaison is the “Point of Contact” for personnel assigned to the incident from assisting or cooperating agencies. \*In the absence of the Liaison Officer, the Emergency Manager will fulfill the role and responsibilities of the Liaison Officer Position.
- ***“Mitigation”*** means to take-action to reduce the likelihood of death, injury or property damage for emergencies that cannot be prevented, such as, tornadoes, earthquakes, etc.
- ***“National Incident Management System (NIMS)”*** means the comprehensive, national approach to incident management that is applicable at all jurisdictional levels and across functional disciplines. It provides a consistent nationwide template to enable all government, private-sector, and non-governmental organizations to work together during domestic incidents.
- ***“Preparedness”*** means actions taken and programs and systems developed prior to a disaster/emergency to support, enhance response, and recovery from a disaster/emergency.
- ***“Prevention”*** means to take-action to reduce or eliminate the likelihood of death, injury, or property damage for emergencies that can be prevented.
- ***“Public Information Officer (PIO)”*** is a position responsible for working with the public and news media. The PIO develops accurate and complete information on an incident’s cause, size, current situation, resources committed and other matters of general interest for both internal and external consumption.
- ***“Recovery”*** means restoration actions and programs associated with recovering from a disaster/emergency, including, but not limited to, academic recovery, physical/structural

recovery, business/fiscal recovery and psychological/emotional recovery for students and campus personnel.

- ***“Response”*** means actions taken to address the immediate and short-term effects of a disaster/emergency.
- ***“Safety Officer”*** is a functional member of the EOC who is responsible for monitoring incident operations and advising the Emergency Manager (EM) or Incident Commander (IC) on all matters relating to operational safety, including the health and safety of the emergency responding personnel.
- ***“Tabletop Exercise”*** means a low-stress, non-time-pressured, discussion-based exercise of a minimum of four functions of the Emergency Operation Plan, including the direction and control function.
- ***“Targeted Violence”*** means an incident of physical violence in which both the perpetrator and targets are identified or identifiable prior to the incident.
- ***“Threat Assessment”*** means a process of evaluating the actions and conduct of individuals, and the circumstances surrounding those actions and conduct, to uncover any facts or evidence that indicate that violence is likely to be carried out. A threat assessment should occur when a person(s) threatens or induces others to commit a violent act or engages in behavior that appears to threaten “targeted violence.”
- ***“Unified Command”*** means an Incident Command System application used when more than one agency has incident jurisdiction or when incidents cross political authorities. Agencies work together through the designated members of the Unified Command to establish a common set of objectives and strategies and a single Incident Action Plan.