Glossary

Glossary
(of key Terms and Acronyms)

For the purposes of this Plan the following terms, definitions and acronyms apply:

Activated Command Team (ACT)	The team of individuals filling the roles of EOC Directory, Information Officer, Safety Officer, Agency Liaison Officer, Operations Section Chief, Logistics Section Chief, Planning Sections Chief, and Finance / Admin Section Chief for the school District.
Agency Liaison Officer	A member of the Command Staff responsible for coordinating with representatives from cooperating and assisting agencies and ensures proper flow of information between the Incident Command and the agencies.
All Alert	This action is taken when the correct response is still being determined, but notice has been received of some type of emergency.
All Clear	This action is taken to notify teachers that normal school operations can resume.
Assembly Area Team	A member of the Operations Command Team responsible for safely evacuating and accounting for all students, staff and parent/volunteers during an emergency. Obtains reports of missing students from teachers or personnel. Gathers Injury and Missing Report Form from each teacher and submit them to the Operations Officer. Checks student emergency cards for persons authorized to pick up students. Assists reunion gate as needed.
Assignments	Tasks given to resources to perform within a given operational period, based upon tactical objectives in the Incident Command System.
Assisting Agency	An agency, such as police, fire, or medical, which directly contributes tactical or service emergency response resources to another agency such as the school or the Network.
Available Resources	Incident-based resources which are ready for deployment.
California Montessori Project (CMP)	The school network for which the Safety Operations Plan was written.
Command Post	The location at which the primary command functions are executed.

Communications Officer	A member of the Command Staff responsible for analysis of emergency information, identifying potential changes in emergency conditions, maintaining the status board, updating site maps as reports are received, using area wide map to record major information such as road closures, utility outages, etc., and developing situation reports for the SERT.
Comprehensive Safety Plan	A plan for ensuring a safe, healthy and productive learning environment for all stakeholders.
CMP-Network	The California Montessori Projects Network of schools for which the Site Emergency Response Plan (SERP) Operates. (CMP-AR, CMP-Capitol, CMP-Carmichael, CMP-Elk Grove, CMP-Shingle Springs, CMP-Orangevale).
Cooperating Agency	An agency supplying assistance other than direct tactical or support functions or resources to the incident control effort (e.g. Police, Fire Department, Red Cross, Victim Services, etc).
District Emergency Response Plan or the Network Emergency Response Plan	The overall emergency preparedness plan for the CMP-Network.
Duck and Cover	This action is taken to protect students and staff from flying or falling debris primarily in, but not limited to, the event of an earthquake.
Evacuate Building	This action is taken after the decision is made that it is unsafe to remain in the building.
Finance/Admin Section	The Section responsible for all incident costs and financial considerations.
Finance/Admin Officer	A member of the Command Staff responsible for tracking incident related costs and use of personnel and equipment and Administer material and supplies contracts associated with the incident.
First Aid Medical Team	A member of the Incident Command Staff responsible for Assessing available inventory and supplies; Designating and setting up First Aid/Medical treatment areas, with access to emergency vehicles; Determining the need for skilled medical assistance; Keeping accurate records of care given and tagging each of the injured with name, address, injury and any treatment given; Periodically keep the Operations Officer informed of overall status; Completing the Injury and Missing Report Form; and Reports deaths

	immediately to Operations Officer.
Function	In the Incident Command System, function refers to the five major activities in the IC, i.e., Command, Operations, Planning, Logistics, and Finance/Administration.
FTE	FTE stands for Full Time Employment.
Incident	An occurrence, caused either by human action or natural phenomena which requires action by emergency service personnel to prevent or minimize loss of life or damage to property and/or natural resources.
Incident Commander (IC)	The individual responsible for the management of all incident operations at an incident site and, in the case of schools, for the overall management of a School Emergency Response Plan.
Incident Command System (ICS)	ICS is an internationally recognized model for command, control and coordination of emergency response. ICS is a flexible management structure which provides for the activation of appropriate roles and response functions for a given situation. ICS is designed to expand or collapse as circumstances dictate.
Incident Command Team	The Incident Command Team consists of the Incident Commander, Public Information Officer (PIO), Safety Officer and Agency Liaison Officer.
Jurisdiction	The range or sphere of authority. Public agencies have jurisdiction at an incident related to their legal responsibilities and authority for incident mitigation. Jurisdictional authority at an incident can be political, geographic (e.g., city, county, State, or Federal boundary lines) or functional.
Jurisdictional Agency	The agency having jurisdiction and responsibility for a specific geographical area, or a mandated function.
Lock Down	This action is taken when the threat of violence or gunfire is identified or directed by law enforcement and it is necessary to prevent the perpetrator(s) from entering occupied areas. During Lock Down, students are to remain in the classrooms or designated locations at all time. The difference between Lock Down and Shelter-in-Place is that the former involves students being locked into the building and no freedom of movement and the latter involves shut down of the HVAC

	systems, and allows for the free movement of students within the building.
Logistics Officer	A member of the Incident Command Team responsible for organizing and disseminating resources needed to implement the Incident Command System; Reporting equipment and supply needs to Incident Commander; Inventorying all supplies needed to implement ICS; Estimating number of persons requiring shelter and determining length of time shelter will be needed; Ensuring availability of adequate supplies during the course of an emergency; Contacting local utilities as needed (water, gas, electricity, and sewer).
Logistics Section	The Section responsible for providing facilities, services, and material for the incident.
Logistics Team	Members of the Command Staff who make up the Logistics Team: Logistics Officer, Supply/Equipment Team and Security and Utilities Team.
Multi-Hazard Approach	Multi-hazard approach identifies and assigns responsibilities for the common tasks and establishes standard protocols for carrying out these tasks.
Network Emergency Response Plan	The overall emergency preparedness plan for the CMP-Network.
Off-Site Evacuation	This action is taken after a decision is made that it is unsafe to remain on the campus, and evacuation to an off-site assembly area is required.
Officer	The Incident Command System title for individuals responsible for command of functional sections: Operations, Planning, Logistics, and Finance/Administration.
Operations Officer	A member of the Incident Command Staff responsible for implementing onsite activities as outlined in the Incident Command System; oversee activities of the operations teams and receive reports from operations teams and update the Incident Commander.
Operations Team	A branch of the SERP overseeing the Operations of the Plan, the Operations Officer and the following teams: First Aid, Search and Rescue, Assembly Area. Psychological First Aid, Request Gate, and Release Gate.
Planning and Intelligence Officer	A member of the Incident Command Staff responsible for collecting, analyzing, documenting and disseminating information about the incident and

	status of resources. The Planning and Intelligence Office updates and maintains the Incident Command System, in coordination with the site safety committee annually. Serve as the information clearing house for the incident.
Planning and Intelligence Team	Members of the Incident Command Team who make up the Planning and Intelligence Team: The Planning and Intelligence Officer, Scribe and Communications.
Public Information Officer (PIO)	The Public Information Officer (PIO) is a member of the Command Staff who is the official spokesperson for the school site in an emergency and is responsible for communicating with the media and delivering public announcements. This position is network appointed.
Psychological First Aid Team	A member of the Incident Command Team who is responsible for Monitoring the well-being of the students and staff in the assembly area; Administering minor first aid and psychological aid as needed; Providing reassurance to students and periodically keep the Operations Officer informed of overall status.
Release Gate Team	A member of the Incident Command Team who is responsible for Greeting parents/guardians or designees at the reunion gate providing them reassurance and directing them where to wait for their children; Verifying the authenticity of the student release tag; Dispatching runners to assembly area to escort students to reunion gate; Confirming students recognize the authorized parent/guardian or designee; Maintaining Student Release Log; and updating Operations Officer as needed.
Resources	Personnel and equipment available, or potentially available, for assignments to incidents. Resources are described by kind and type (e.g., ground, water, air, etc.) and may be used in tactical support or overhead capacities at an incident.
Request Gate Team	A member of the Incident Command Team who is responsible for Greeting parents, guardians or designees providing reassurance and maintaining order; Process parent/guardian request for student release. Provide tags or other identifications authorizing the holder to reunite with their student at the reunion gate. Directing parents to counselors as appropriate. Directing parents/guardians to reunion gate. Refer all outside request for information to the Public Information Officer. And Periodically keep the Operations Officer informed of overall status.

Safety Officer	A member of the Incident Command Team who is responsible for ensuring all emergency activities are conducted in a safe manner.
Safety Operations Plan	The California Montessori Project's Plan for Ensuring a Safe, Healthy and Productive Learning Environment for our Stakeholders.
Scribe	A member of the Incident Command Team responsible for maintaining a log of all emergency developments and response actions.
Search and Rescue Team	A member of the Incident Command Team responsible for obtaining briefings from Operations Officer, noting injuries and other situations requiring responses; searching assigned areas, reporting gas leaks, fires, or structural damage to Operations Officer upon discovery; shutting off gas or extinguish fires as appropriate; Conducting pre-established search and rescue patterns, checking each classroom, office, storage room, auditorium, and other rooms; sealing off and post areas where hazardous conditions exist; updating Operations Officer on location, number and condition of injured; and Contacting the Security/Utilities Team to secure the buildings from re-entry after search is performed.
Security and Utilities Team	A member of the Incident Command Team responsible for Locking and unlocking all external gates and doors; Station one team member at the main entrance of the school to direct emergency agencies to areas of need and to greet parents; Keeping stakeholders out of buildings and areas of hazard as needed; Assessing damage to school and report to Logistics Officer; Receiving reports from search and rescue team for any possible gas leaks or other possible hazardous situations; Setting up temporary sanitation areas (portable potties); Helping with set up of first aid and temporary morgue as needed; Preparing and distributing food, water and supplies as directed by the Logistics Officer; Assisting the reunification gate team in order to safely reunite students with their authorized parent/guardian as needed.
Shelter-In-Place	This action is taken to place and/or keep students indoors in order to provide a greater level of protection from airborne contaminants in outside air. Shelter-in-Place is implemented when there is a need

	to isolate students and staff from the outdoor environment, and includes the shutdown of classroom and/or building HVAC systems. During Shelter-in-Place, no one should be exposed to the outside air. The difference between Shelter-in-Place and Lock Down is that the former involves shut down of the HVAC systems, and allows for the free movement of students within the building and the latter involves students being locked into the building and no freedom of movement. However, classes in bungalows and buildings with exterior passageways will have to remain in the classroom.
Single Command	A Single Command is an incident which CMP-Network or a CMP-Site oversees.
Site Emergency Response Plan (SERP)	The overall emergency response plan for ensuring a safe, healthy and productive learning environment for all stakeholders which utilizes a multi-hazard approach in managing possible emergencies the school may face.
Site Emergency Response Team (SERT)	The Site Emergency Response Team (SERT) is comprised of five teams named for their functions, and is responsible for directing the site emergency response activities. The teams are 1) Incident Command Team, 2) Planning and Intelligence Team, 3) Operations Team, 4) Logistics Team, and 5) Finance and Administration Team.
Staging Area	Staging Areas are locations set up at an incident where resources can be placed while awaiting a tactical assignment. Staging areas are managed by the Operations Team.
Stakeholders	CMP's staff, students, parents, guardians, visitors.
Standardized Emergency Management System (SEMS)	A system designed to centralize, organize and coordinate emergency response among various CMP organizations and public agencies.
Supply/Equipment Team	A member of the Command Team responsible for assessing adequacy of available water, food and supplies; organizing distribution of water, food and supplies; controlling conservation of supplies; and logging and inventorying supplies.
Transfer of Command	The highest ranking official at an emergency site assumes overall responsibility for response activities until such time as a higher authority is able to take over these responsibilities.

	Transfer of command may also be necessary for personnel shift changes for long or extended incidents.
Unified Command	A Unified Command is the coordination of activities between multiple agencies to respond to an incident. In the ICS, a Unified Command is a unified team effort which allows all agencies with responsibility for the incident, either geographic 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.