

## Emergency Preparedness Glossary



### GLOSSARY

<b>Accessible</b>	Easily entered, approached, or obtained. (Webster)
<b>Accident</b>	An unexpected occurrence that: <ol style="list-style-type: none"> <li>1. Causes injury to an enrolled child,</li> <li>2. Requires attention from a staff member, and</li> <li>3. May or may not be an emergency.</li> </ol> (DHS-BCCL Regulations)
<b>Allergy</b>	Abnormal reaction to environmental substances such as pollens, dust, food, or microorganisms, in amounts that do not affect most people. (Webster)
<b>Alternate Location</b>	Off-site evacuation site utilized when primary site is not available/accessible.
<b>Alternate Plan</b>	A backup plan to the primary plan; a contingency. (Webster)
<b>Assets</b>	Living things, non-living things, cultural or economic. (Wikipedia)
<b>Attendance Record</b>	Daily documentation of the presence of a child in an activity area that includes a method to account for any temporary absences of the enrolled child from the activity area. (DHS-BCCL Regulations)
<b>Authorized</b>	To give authority or power to; to approve or permit. (Webster)
<b>Backup Plan</b>	An alternate plan to the primary plan; a contingency. (Webster)
<b>Biological Attack</b>	The deliberate release or germs or other biological substances (contagious and not contagious), including carbon monoxide, chemicals, disease, that can make you sick. (PCiCCDE)
<b>Blackout</b>	Lack of illumination due to an electrical power failure. (Webster)
<b>Business Continuity Plan</b>	A plan that comprises clearly defined and documented procedures and information to use to keep the business operating when a disaster occurs. (PCiCCDE)
<b>Chain of Command</b>	Pre-determined hierarchy of authority.
<b>Chemical Attack</b>	The deliberate release of a toxic gas, liquid or solid that can poison people and the environment. (PCiCCDE)
<b>Chronic Medical Conditions</b>	Disease of a long duration. (Webster)
<b>Community Agencies</b>	Organizations which provide auxiliary services, such as emergency, food, etc.
<b>Damage Assessment</b>	The process of assessing the financial and nonfinancial damage after a disaster has occurred. (PCiCCDE)
<b>Developmental Needs</b>	Consistent with a child's physical, emotional, social, cultural, and cognitive development, based on the child's age and family background and the child's personality, learning style, and pattern and timing of growth. (DHS-BCCL-Child Care Center Regulations)
<b>Disaster</b>	A sudden unplanned event that causes great damage and/or serious loss. (PCiCCDE); A calamitous (great misfortune) event, especially one occurring suddenly and causing great damage. (Webster)

<b>Disaster Declaration</b>	A formal announcement by pre-authorized personnel that a disaster or severe outage is predicted or has occurred and that triggers pre-arranged mitigating actions. (PCiCCDE)
<b>Disaster Kit</b>	Items immediately available in an emergency/disaster to support Shelter-in-Place or Shelter-Out conditions. (See <i>Disaster List</i> .)
<b>Documentation</b>	The gathering of printed materials for future reference. (Webster)
<b>Dust Storm (Haboob)</b>	A severe windstorm that sweeps clouds of dust across an arid region. (Webster)
<b>Earthquake</b>	A sudden slipping or movement of a portion of the earth's crust accompanied and followed by a series of vibrations. (PCiCCDE)
<b>Emergency</b>	A potentially life-threatening occurrence involving an enrolled child or staff member that requires an immediate response or medical treatment, and may include a multi-hazard situation, such as a flood, earthquake, or terrorist attack. (Proposed language for definition of "emergency" in DHS-BCCL regulations) A sudden, unexpected event requiring immediate action due to its potential threat to health and safety, the environment, or property. (PCiCCDE); A sudden, urgent, usually unexpected occurrence requiring immediate action. (Webster)
<b>Emergency (Response) Plan</b>	Procedures to call for emergency assistance, to reach parents or emergency contacts, to arrange for transfer to medical assistance, and to render first aid to the injured person. (CFOC)
<b>Emergency Management</b>	The organization and management of resources and responsibilities for dealing with all aspects of emergencies, in particular preparedness, response and rehabilitation. (PCiCCDE) <u>Strategic</u> (not tactical) organizational management processes used to protect critical assets of an organization within their planned lifetime. (Wikipedia)
<b>Emergency Personnel</b>	Individuals from local fire departments, law enforcement, emergency management, etc. at the scene of an emergency/disaster.
<b>Emergency Preparedness</b>	Planning which facilitates a rapid, coordinated, effective response when a crisis occurs. (ed.gov) (See also Preparedness).
<b>Emergency Release Form</b>	Written parental permission to evacuate the facility to an off-site location in an emergency/disaster when directed to do so by local emergency management or first aid responders.
<b>Emergency Response</b>	The reaction to an emergency or incident; its focus is to protect human life and the key organizational assets. (PCiCCDE)
<b>Emergency Route</b>	Primary exit path out of a facility.
<b>Emergency/Disaster Plan</b>	An action plan that lets affected individuals know what to do in particular disaster situations and how to be prepared in advance. (CFOC)
<b>Epidemic</b>	Occurrence of more cases of disease than would be expected in a community or region during a given period. (AAP)
<b>Essential Documents</b>	Documents deemed necessary for the continuation of business, including banking, vendor list, etc.
<b>Evacuation</b>	The process of leaving a potentially dangerous area. (PCiCCDE)

<b>Exercise</b>	To review, practice, evaluate and strengthen the emergency plan. (PCiCCDE)
<b>Extent</b>	The size of an area affected by a hazard or hazardous event. (PCiCCDE)
<b>Exterior Assembly Area</b>	Pre-determined location outside of the facility to gather following the evacuation of the building.
<b>External Communication</b>	Contact with individuals or agencies outside of the facility.
<b>Extreme Heat</b>	Temperatures that hover 10 degrees or more above the average high temperature for the region and last for several weeks.
<b>Facility-Wide Emergency Warning System</b>	Means to notify all children and staff present which may include a telephone system, fire alarm, horn, whistle or bell.
<b>Federal Emergency Management Agency (FEMA)</b>	Independent federal agency created in 1979 to provide a single point of accountability for all federal activities related to disaster mitigation and emergency preparedness, response and recovery. (PCiCCDE)
<b>Financial Security</b>	Resources to sustain evacuation efforts and continuity of business operations.
<b>First Responders</b>	Local fire department, law enforcement or other agencies that arrive first at the scene of an emergency/disaster.
<b>Flash Flood</b>	A sudden, violent flood after a heavy rain. (Webster)
<b>Flood Hazard Area</b>	The area shown to be inundated by a flood or a given magnitude on a map. (PCiCCDE)
<b>Flood Insurance Rate Map (FIRM)</b>	Map of a community, prepared by FEMA that shows both the special flood hazard areas and the risk premium zones applicable to the community under the National Flood Insurance Program. (PCiCCDE)
<b>Flood Zone</b>	A geographical area shown on a FIRM (see previous definition) that reflects the severity or type of flooding in the area. (PCiCCDE)
<b>Forest Fire</b>	See Wildfire
<b>Hazard</b>	The potential harm or damage of a situation which poses a level of threat to life, health, property or environment. (PCiCCDE) Natural or man-made (Wikipedia)
<b>Hazard Mitigation</b>	Sustained actions taken to reduce or eliminate long-term risk from hazards and their effects. (PCiCCDE)
<b>Health Management Supplies</b>	Items necessary for the management of certain health conditions such as asthma, diabetes, etc.
<b>Host Facility</b>	Nearby public school or other alternate location to which a facility might be evacuated.
<b>Hurricane</b>	A severe tropical storm with torrential rain and extremely strong winds. Hurricanes originate in areas of low pressure in equatorial regions of the Atlantic or Caribbean, and then strengthen, traveling northwest, north or northeast. (PCiCCDE)
<b>Immediate</b>	Without restriction, delay, or hesitation. (DHS-BCCL Regulations)
<b>Immobile Children</b>	Children who cannot move on their own.
<b>Incident</b>	An occurrence that interrupts normal procedures or precipitates a crisis. (Webster)

<b>Incident Command System (ICS)</b>	A team which oversees emergency management and plans. Model tool for command, control and coordination of a response and provides a means to coordinate the efforts of individual agencies as they work toward the common goal of stabilizing the incident and protecting life, property, and the environment. (DHS)
<b>Informational Assets</b>	Stored on a computer, including banking information, passwords.
<b>Injury</b>	Damage of or to a person, property, reputation, or thing. (Webster)
<b>Interior Safe Room</b>	Area within a building that can be secured/sealed during a Shelter-in-Place or lockdown situation.
<b>Landslide</b>	Downward movement of a slope and materials under the force of gravity. (PCiCCDE)
<b>Letter of Agreement</b>	Documentation of an agreement between facility and a host facility regarding the terms of the facility's presence at the host facility during an emergency/disaster.
<b>Local Emergency Management</b>	See Emergency Management.
<b>Lockdown</b>	Confinement for safety; an emergency safety procedure in which people remain in a locked indoor space. (PCiCCDE)
<b>Magnitude</b>	A measure of the strength of a hazard event. The magnitude (also referred to as the severity) of a given hazard event is usually determined using technical measures specific to the hazard. (PCiCCDE)
<b>Man-Made Disaster</b>	Incident created by an individual (bomb, unstable individual, car accident)
<b>Medical Needs</b>	Items or procedures necessary for the management of certain health conditions such as asthma, diabetes, etc.
<b>Mitigate</b>	To make less dangerous.
<b>National Response Plan (NRP)</b>	Establishes a comprehensive all-hazards approach to enhance the ability of the United States to manage domestic incidents. The plan incorporates best practices and procedures from incident management disciplines – homeland security, emergency management, law enforcement, firefighting, public works, public health, responder and recovery worker health and safety, emergency medical services, and the private sector – and integrates them into a unified structure. It forms the basis of how the federal government coordinates with state, local and tribal governments and the private sector during incidents. (PCiCCDE)
<b>National Weather Service (NWS)</b>	Agency that prepares and issues flood, severe weather, and coastal storm warnings and can provide technical assistance to federal and state entities in preparing weather and flood warning plans. (PCiCCDE)
<b>Natural Disaster</b>	A catastrophe that occurs as a result of forces of nature. Natural disasters include hurricanes, tornados, severe storms and thunderstorms, wildfires, winter weather, dust storms (haboob), extreme heat, landslides, floods, tsunamis, earthquakes, and volcanic eruptions. (PCiCCDE)
<b>Necessary</b>	Absolutely required; indispensable; essential. (Webster)

<b>Nuclear Blast</b>	Explosion with intense light and heat, damaging pressure wave and widespread radioactive material that can contaminate the air, water, and ground surfaces for miles around. (Ready.gov) Take cover immediately, preferably underground. Shielding, distance and time are crucial.
<b>Outbreak</b>	Sudden increase in the occurrence of a disease.
<b>Pandemic</b>	Global disease outbreak.
<b>Permission to Transport Form</b>	Written parental documentation permitting a facility staff member to transport a child in the event of an emergency/disaster.
<b>Pet Preparedness</b>	Measures taken in advance to ensure that pet's special needs can be accommodated during an emergency and temporary evacuation.
<b>Phone Tree</b>	Pre-planned list of contacts and telephone numbers that will facilitate the immediate transmission of information to parents and staff members.
<b>Plan</b>	A detailed procedure beforehand for the accomplishment of a goal. (Webster)
<b>Policies and Procedures</b>	A plan or course of action designed to influence and determine decisions and actions. (Webster)
<b>Potable Water</b>	Water that is fit to drink. (Webster)
<b>Potential Violent Situation (Hostage, disgruntled, unstable individual)</b>	Any act of physical violence, threats of physical violence, harassment, intimidation, or other threatening, disruptive behavior that occurs at the work site. Workplace violence can affect or involve employees, visitors, contractors, and any others present including children. The following are warning indicators of potential workplace violence: <ul style="list-style-type: none"> <li>• Intimidating, harassing, bullying, belligerent, or other inappropriate and aggressive behavior.</li> <li>• Numerous conflicts with customers, co-workers, or supervisors.</li> <li>• Bringing a weapon to the workplace (unless necessary for the job), making inappropriate references to guns, or making idle threats about using a weapon to harm someone.</li> <li>• Statements showing fascination with incidents of workplace violence, statements indicating approval of the use of violence to resolve a problem, or statements indicating identification with perpetrators of workplace homicides.</li> <li>• Statements indicating desperation (over family, financial, and other personal problems) to the point of contemplating suicide.</li> <li>• Direct or veiled threats of harm.</li> <li>• Substance abuse.</li> <li>• Extreme changes in normal behaviors.</li> </ul> (The USDA Handbook on Workplace Violence Prevention and Response)
<b>Preparedness</b>	Activities and measures taken in advance to ensure effective response to the impact of hazards, including the issuance of timely and effective early warnings and the temporary evacuation of people and property from threatened locations. (PCICCDDE)
<b>Prepare-to-Go</b>	See Relocation.
<b>Prepare-to-Stay</b>	See Shelter in Place

<b>Prevention</b>	Activities to provide outright avoidance of the adverse impact of hazards and means to minimize related natural, technological or attack disasters. (PCiCCDE)
<b>Primary Route</b>	See Emergency Evacuation Route.
<b>Radiation Threat (Dirty Bomb)</b>	Use of common explosives to spread radioactive materials over a targeted area/localized. Shielding, distance and time are crucial.
<b>Ready-to-Go File</b>	Necessary files – including facility documents, staff & children’s files and other paperwork – are available to be moved immediately in an emergency situation to support Shelter-in or Shelter-out conditions.
<b>Ready-to-Go Kits</b>	See Disaster Kit
<b>Recovery</b>	Decisions and actions taken after a disaster with a view to restoring or improving the pre-disaster living conditions of the stricken community, while encouraging and facilitating necessary adjustments to reduce disaster risk. (PCiCCDE)
<b>Relocation</b>	To move to a new place. (Webster) Also called Shelter-Out or Prepare-to-Go.
<b>Response</b>	The actions taken by an individual or community after a catastrophic event to restore order and lifelines in a community. (PCiCCDE)
<b>Restoration of Services</b>	See Recovery.
<b>Reunification</b>	Bring children and families together.
<b>Risk</b>	The estimated impact that a hazard would have on people, services, facilities, and structures in a community. (PCiCCDE)
<b>School District Emergency Plan</b>	The plan approved by school district officials and practiced by school personnel in the event of an emergency.
<b>Secondary Route</b>	Exit path used when primary path is not accessible.
<b>Shelter-in-Place</b>	The process of staying where you are and taking shelter, rather than trying to evacuate. (PCiCCDE) Also called Prepare-to-Stay or lockdown. (CFOC)
<b>Sign-In/Sign-Out Records</b>	The means whereby children are accounted for in a facility by being signed in and out of the facility by a designated parent along with the time or arrival and departure.
<b>Special Health Care Supplies</b>	Items necessary to ongoing care for a child or staff member with special needs during an emergency/disaster as reflected on the child’s individualized plan or staff member’s documentation.
<b>Supervision</b>	For an enrolled child, knowledge of and accountability for the actions and whereabouts of the enrolled child, including the ability to see or hear the enrolled child at all times, to interact with the enrolled child, and to provide guidance to the enrolled child; or for an individual other than an enrolled child, knowledge of and accountability for the actions and whereabouts of the individual, including the ability to see and hear the individual when the individual is in the presence of an enrolled child and the ability to intervene in the individual’s actions to prevent harm to enrolled children. (DHS-BCCL Child Care Center Regulations)

<b>Technological Disaster</b>	Danger originating from technological or industrial accidents, dangerous procedures, infrastructure failures or certain human activities, which may cause the loss of life or injury, property damage, social and economic disruption or environmental degradation. Some examples: industrial pollution, nuclear activities and radioactivity, toxic wastes, dam failures; transport, industrial or technological accidents (explosions, fires, spills). (PCiCCDE)
<b>Thunderstorm</b>	High winds, heavy rain, and dangerous lightning.
<b>Tornado</b>	A column of swirling wind: an extremely destructive funnel-shaped rotating column of air that passes in a narrow path over land. (PCiCCDE)
<b>Transportation Plan</b>	Pre-determined action plan – including multiple modes of transportation (walking, buses, other vehicles) – to evacuate children and staff members from a facility to a host facility or alternate location following direction to do so by local emergency management official or first responders.
<b>Tropical Cyclone</b>	A generic term for a cyclonic, low-pressure system over tropical or semi-tropical waters. (PCiCCDE)
<b>Tsunami</b>	Great sea wave produced by submarine earth movement or volcanic eruptions. (PCiCCDE)
<b>Volunteer</b>	A staff member who, without compensation, provides child care services that are the responsibility of the licensee. (DHS-BCCL Child Care Center Regulations)
<b>Wildfire</b>	An uncontrolled fire spreading through vegetative fuels, exposing and possibly consuming structures. (See Just In Case Arizona)
<b>Winter Weather Emergency</b>	Snow storm, sleet, power outage, ice storm or other adverse weather or situation.

**References:**

PCiCCDE *Protecting Children in Child Care During Emergencies* (developed by the National Association of Child Care Resources & Referral Agencies, and Save the Children – Domestic Emergency Unit)

DHS-BCCL Arizona Department of Health Services – Bureau of Child Care Licensing, referring to the statutes and rules regulating child care in Arizona

CFOC *Caring for Our Children*

Webster Webster’s Dictionary

AAP American Academy of Pediatrics

DHS Arizona Department of Health Services – referring to established documented Departmental policies/practices/procedures

Wikipedia Online reference resource encyclopedia

## DHS Terms (from ICS Basics for Child Care Facilities)

Incident Command System (ICS)	Model tool for command, control and coordination of a response and provides a means to coordinate the efforts of individual agencies as they work toward the common goal of stabilizing the incident and protecting life, property, and the environment.
Incident Commander	In charge at the incident and who must be fully qualified to manage the response. <b><i>Child care application:</i></b> Obtains supplies; assumes duties of all positions until filled; directs and coordinates disaster operations; determines need for assistance and requests; interacts with other emergency teams; ultimately responsible for the safety of children, staff and volunteers.
Logistics (The Getters)	Responsible for providing facilities, services, materials and personnel; supports incident responders; sets up communications, arranges transportation, tracks resources. <b><i>Child Care Application</i></b> – Logistics Chief assumes the duties of all Logistic positions until assigned; briefs staff on situation, supervises activities; coordinates supplies for each team. Oversees Supplies and Facilities Team and Staff Team.
Operations Sections (The Doers)	Directs and coordinates all operations, ensuring the safety of Operations Section personnel; assists the Incident Commander in developing response goals and objectives for the incident; implements the Incident Action Plan; requests (or releases) resources through the Incident Commander; keeps the Incident Commander informed of situation and resource status within operations. <b><i>Child Care Application</i></b> – Operations Chief assumes duties of Operations Section positions until staff is assigned; assigns staff to various Operations Teams based on priorities; coordinates functioning of all Operations Teams; keeps Incident Commander updated; makes sure Operations Staff is following procedures, using safety gear, and documenting activities; schedules breaks and reassignments as needed. Supervises Site Check and Security Team, Search and Rescue Team, First Aid Team, Child Care Team, Child Release Team.
Planning Section (The Thinkers)	Gathers response information; prepares action plans; keeps abreast of changes; analyzes the situation, prepares recommendations and reports. <b><i>Child Care Application</i></b> – Planning Chief assumes duties of all Planning positions until assigned; ultimately responsible for documentation; follows ICS Planning P & P. Oversees Communication Team and Documentation Team.
Finance Section (The Payers)	Tracks incident costs.