

**ANNEX 12 TO BASIC PLAN**  
**ACRONYMS AND GLOSSARY**

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**I. ACRONYMS**

The following Acronyms may be found within this document.

**A**

AAR	After Action Report
ADA	Americans with Disabilities Act
ADP	Automated Data Processing
AEOC	Alternate Emergency Operations Center
ARC	American Red Cross
ARES	Amateur Radio Emergency Services
AROC	Alternate Regional Operations Center
ASEOC	Alternate State Emergency Operations Center
A/V	Audio-Visual

**B**

B&CB	Budget and Control Board
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**C**

CAP	Civil Air Patrol
CCR	Columbia Capital Region
CHIEF, P&R	Chief for Preparedness and Response Operations
CIO	Chief Information Office (Budget and Control Board)
CHTC	Clarks Hill Training Center
COE	U.S. Army Corps of Engineers
COG	Continuity of Government
COOP	Continuity of Operations
COBRA	Chemical Ordinance Biological Radiological (state response team)
CORE	Cadre On-Call Response Employees
CSEPP	Chemical Stockpile Emergency Preparedness Program

**D**

DAEs	Disaster Assistance Employees
DFCO	Deputy Federal Coordinating Officers
DFO	Disaster Field Office
DHEC	Department of Health and Environmental Control
DHS	Department of Homeland Security (Federal)
DMAT	Disaster Medical Assistance Team (Federal)
DMORT	Disaster Mortuary Operational Response Team (Federal)
DPS	Department of Public Safety
DRCs	Disaster Recovery Centers
DSHR	Disaster Services Human Resources

**E**

EAS	Emergency Alert System
ECL	Emergency Classification Level (FNF)

ECN	Emergency Communications Network
ECV	Emergency Communications Vehicle
EMAC	Emergency Mutual Aid Compact
EMD	Emergency Management Division
ENM	Emergency Notification Message
EMS	Emergency Medical Services
EOC	Emergency Operations Center
EOP	Emergency Operations Plan
EOPs	Emergency Operating Procedures
ERG	Emergency Response Group
ERS	Emergency Relocation Site
ERT-A	Emergency Response Team - Advance
EPZ	Emergency Planning Zone
ESFs	Emergency Support Functions
EST	Emergency Support Team
ETA	Estimated Time of Arrival
ETOR	Estimated Time of Restoration (power outages)
ETV	Educational Television
ESSX	Electronic Switch System Exchange

**F**

FBI	Federal Bureau of Investigation
FCO	Federal Coordinating Officer
FEMA	Federal Emergency Management Agency
FHA	Federal Highway Administration
FIA	Federal Insurance Administration
FMAP	Flood Mitigation Assistance Program
FNARS	FEMA National Radio System
FNF	Fixed Nuclear Facility
FOC	FEMA Operations Center
FPC-65	Federal Preparedness Circular 65: Federal Executive Branch COOP
FPC-66	Federal Preparedness Circular 66: Test, Training and Exercise (TT&E)
Program for Continuity of Operations (COOP)	
FRC	Federal Regional Center

**G**

GAR	Governor's Authorized Representative
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**H**

HARs	Highway Advisory Radios
HAZMAT	Hazardous Materials
HES	Hurricane Evacuation Study
HMGP	Hazard Mitigation Grant Program
HSPD-5	Homeland Security Presidential Direction - 5
HURREVAC	HURRricane EVACuation program

**I**

ICC	Increased Cost of Compliance
ICS	Initial Contingency Staff

ICS	Incident Command System
ICW	In Conjunction With
IMTs	Incident Management Team(s)
IRR	Initial Response Resources (Federal)
<b>J</b>	
JIC	Joint Information Center
JFO	Joint Field Office
JOC	Joint Operations Center
<b>K</b>	
<b>L</b>	
LAN	Local Area Network
LSA	Logistical Support Activity
LNOs	Liaison Officers
LP	Local Primary Station (EAS)
LZ	Landing Zone
<b>M</b>	
M&IE	Meals and Incidental Expenses
MAS	Management Assembly Area
MERS	Mobile Emergency Response Support
MHz	Megahertz
MICs	Meteorologists in Charge
MOU	Memorandum of Understanding
MSA	Mutual Support Agreement
MSE	MERS Support Element
MSR	Main Supply Route
<b>N</b>	
NAWAS	National Warning System (Federal)
NDMS	National Disaster Medical System (Federal)
NFIP	National Flood Insurance Program
NHC	National Hurricane Center
NIMS	National Incident Management System
NSEP	National Security Emergency Preparedness
<b>O</b>	
OPCON	Operating Condition
OTAG	Office of the Adjutant General
<b>P</b>	
PDA	Preliminary Damage Assessment
PFT	Permanent, Full-Time
PIO	Public Information Officers
PNP	Private, non-profit organization
POC	Point of Contact

**Q**

QRS Quick Response System

**R**

RACES Radio Amateur Civil Emergency Services

REM(s) Regional Emergency Managers

REP Radiological Emergency Preparedness Program

RNA Rapid Needs Assessment

ROC Regional Operations Center

**S**

SCDC South Carolina Department of Corrections

SCDHEC SC Department of Health and Environmental Control

SCDHHS South Carolina Department of Health & Human Services

SCDOT South Carolina Department of Transportation

SCDOT Evacuation Liaison Team

SCDMV South Carolina Department of Motor Vehicles

SCDPS South Carolina Department of Public Safety

SCEMD South Carolina Emergency Management Division

SCEOP State Emergency Operations Plan

SCNG South Carolina National Guard

SCPPP South Carolina Department of Probation, Parole, and Pardon

SEOC State Emergency Operations Center

SHEP State Highway Emergency Program

SLED State Law Enforcement Division

SLOSH Sea, Lake, and Overland Surges from Hurricanes

SNMS Special Needs Medical Shelters

SOPs Standard Operating Procedures

SWP State Warning Point

**T**

TBP To Be Published

TDFM Travel Demand Forecast System

TLC Territorial Logistics Center

TSP Telecommunications Priority

TT&E Test, Training and Exercises

TTX Tabletop Exercise

**U**

USB Universal Serial Bus (flash drive/memory stick)

UTL Universal Task List

**V****W**

WCMs Warning Coordination Meteorologists

WMD Weapons of Mass Destruction

**X**

**Y**

Y2K                      Year 2000

**Z****II. GLOSSARY**

The following terms or phrases may be found in this document.

**Activation** - When a COOP plan has been implemented, whether in whole or in part.

**After-Action Report (AAR)** - A narrative report that presents issues found during an incident and recommendations on how those issues can be resolved.

**Agencies** - State Executive Branch departments, agencies, and independent organizations.

**Agency Head** - The highest-ranking official of the primary occupant agency or a successor or designee selected by the official.

**Alternate Communications** - Communication methods that provide the capability to perform minimum essential department or office functions until normal operations can be resumed.

**Alternate Database/Records Access** - The safekeeping of vital resources, facilities, and records, and the ability to access such resources in the event that the COOP plan is put into effect.

**Alternate Emergency Operations Center (AEOC)** - Should the prime facility become inoperable or needs dictate operation at a different location, the SC Department of Public Services Building, Blythewood, South Carolina will serve as an alternate.

**Alternate facility** - A location, other than the normal facility, used to carry out essential functions in a COOP situation.

**Assessment** - The act of assessing; appraisal.

**Automated Data Processing (ADP) equipment** - Equipment that performs data processing largely through automatic means.

**Backup** - The practice of copying information, regardless of the media (paper, microfilm, audio or video tape, computer disks, etc.), to provide a duplicate copy.

**Collateral damage** – Injury to personnel or damage to facilities that are not the primary target of attack.

**Continuity of Operations (COOP)** - Internal organization efforts to ensure that a viable capability exists to continue essential functions across a wide range of potential emergencies

through plans and procedures that delineate essential functions; specify succession to office and the emergency delegation of authority; provide for the safekeeping of vital records and databases; identify alternate operating facilities; provide for interoperable communications; and validate the capability through tests, training, and exercises.

**Continuity of Operations (COOP) Plan** - Plan that provides for the continuity of essential functions of an organization in the event an emergency prevents occupancy of its primary building.

**Continuity of Operations (COOP)** – The activities of individual departments and agencies and their sub-components to ensure that their essential functions are performed. This includes plans and procedures that delineate essential functions; specify succession to office and the emergency delegation of authority; provide for the safekeeping of vital records and databases; identify alternate operating facilities; provide for interoperable communications; and validate the capability through tests, training, and exercises.

**COOP Event** - Any event that causes an Agency or Department to relocate operations to an alternate site to assure continuance of its essential functions.

**COOP Plan Maintenance** - Steps taken to ensure the COOP plan is reviewed annually and updated whenever major changes occur.

**Consumable office supplies** – General supplies that are consumed in office use.

**Continuity of Government (COG)** – A coordinated effort within each branch of the Federal Government to ensure the capability to fulfill minimum essential responsibilities in a catastrophic emergency to ensure the capacity to maintain an enduring constitutional government.

**Critical Infrastructure Protection (CIP)** – Risk management actions intended to prevent a threat from attempting to, or succeeding at, destroying or incapacitating critical infrastructures. Critical infrastructures are those systems and assets so vital to the Nation that their incapacity or destruction would have a debilitating impact on national security, national economic security, and/or national public health or safety.

**Cross-training** - Training to familiarize personnel with duties of positions that are not their own. This is especially important for individuals whose positions are named in an order of succession or to whom an authority may be delegated in the event of a position vacancy.

**Crosswalk** - A crosswalk relates categories from one classification system to categories in another classification system.

**Delegation of authority** – Specifies who is authorized to act on behalf of the leadership and other key officials for specific purposes.

**Devolution** – The capability to transfer statutory authority and responsibility for essential functions from an agency's primary operating staff and facilities to other employees and facilities, and to sustain that operational capability for an extended period.

**Disaster Recovery** - The methodical restoration and reconstitution of facilities, data, records, systems and equipment after a disruption to operations that has caused damage and/or destruction of these resources.

**Drive-Away Kit** - A kit prepared by, and for, an individual who expects to deploy to an alternate location during an emergency. It contains items needed to minimally satisfy personal and professional needs during deployment.

**Emergency** - Absent a Presidentially declared emergency or a State of Emergency as declared by the Governor, any incident(s), human-caused or natural, that requires responsive action to protect life or property. Under the Robert T. Stafford Disaster Relief and Emergency Assistance Act, an emergency means any occasion or instance for which, in the determination of the Governor and upon application to the President for a Declaration, Federal assistance is needed to supplement State, County and local efforts and capabilities to save lives and to protect property and public health and safety, or to lessen or avert the threat of a catastrophe in any part of the state of South Carolina.

**Emergency Coordinator** – The key senior official appointed within an organizational element or higher, who serves as the coordinator for all National Response Plan and Incident Management System COOP-related matters.

**Emergency Relocation Site (ERS) (Alternate Facility)** - The site where all or designated employees will report for work if required to move from the primary facility.

**Emergency Operating Records** – Records that support the execution of an agency's essential functions.

**Emergency Operating Procedures (EOPs)** - Procedures that provide guidance for emergency situations and generally include personnel safety and evacuation procedures.

**Emergency Operations Plan** - The “steady-state” plan maintained by various jurisdictional levels for responding to a wide variety of potential hazards.

**Emergency Personnel (EP)** - Additional principals and staff members of the Emergency Relocation Group (ERG) in the follow on element to supplement the ICS in the operations and management of the ERS/ AEOC and responsible for the execution of the organization's essential functions. Initial Contingency Staff plus Emergency Personnel constitute a complete ERG. (See Table B-1, Annex B.)

**Emergency Relocation Site (ERS)** - The alternate state facility to which the ERG moves to continue SCEMD essential functions in the event the Pine Ridge Facility is threatened or incapacitated. (See paragraph 2-5)

**Emergency Relocation Group (ERG)** – Pre-designated principals and staff who will move to an Emergency Relocation Site (ERS) to continue essential functions in the event the Pine Ridge Facility is threatened or incapacitated. The ERG immediately deploy to a Emergency Relocation Site (ERS) upon receiving a COOP warning or activation. These individuals

initiate actions at the ERS to provide direction and control to the AEOC, identify and prepare the ERS, and prepare for the arrival for the main body of Emergency Personnel (EP). The Initial Contingency Staff plus Emergency Personnel constitute a complete ERG. (See Annex C.)

**ERG Member** – Emergency Relocation Group member. A person assigned responsibility to report to an alternate site, as required, performing agency essential functions or other COOP-related operations.

**Enduring Constitutional Government (ECG)** – Cooperative effort among the Executive, Legislative, and Judicial branches of government, coordinated by the Governor, to preserve the capability to execute constitutional responsibilities in a catastrophic emergency.

**Essential Functions** - Essential functions are those functions that enable state emergency response agencies to provide vital services, exercise civil authority, maintain the safety and well being of the general populace, and sustain the industrial/economic base during an emergency. (See Annex F.)

**Essential resources** – Resources that support the Federal government's ability to provide vital services, exercise civil authority, maintain the safety and well being of the general populace, and sustain the industrial/economic base in an emergency.

**Executive Agent** – A term used to indicate a delegation of authority by a superior to a subordinate to act on behalf of the superior. An executive agent may be limited to providing only administration and support or coordinating common functions, or it may be delegated authority, direction, and control over specified resources for specified purposes.

**Exercise** - Evaluation of agency performance against a set of standards or objectives.

**Exercise Program** - Program that exercises the COOP plan (thus ensuring its viability) by cycling through increasingly complex types of exercises culminating in full-scale exercises.

**Family Support Planning** - Efforts designed to ensure that an agency takes care of an employee's and/or his or her family's needs following a COOP event, such as emergency contact information, counseling, and daycare services.

**Initial Contingency Staff (ICS) ERG** - The key principals and staff members of the Emergency Relocation Group (ERG) responsible for the execution of essential functions. Initial Contingency Staff plus Emergency Personnel constitute a complete ERG.

**Incident Command System (ICS)** - A standardized, on-scene, all-hazard incident management concept that allows its users to adopt an integrated organizational structure to match the complexities and demands of single or multiple incidents of any size or type.

**Interagency Agreements** – A written agreement entered into between agencies that require specific goods or services to be furnished or tasks to be accomplished by one agency in support of the other.



**Interoperability** – The ability of systems, personnel, or agencies to provide services to and accept services from other systems, personnel, or agencies and to use the services so exchanged to enable them to operate effectively together.

**Interoperable communications** – Alternate communications that provide the capability to perform essential functions, in conjunction with other agencies, when information or services can be exchanged directly and satisfactorily between them and/or their users until normal operations can be resumed.

**Legal and financial records** – Records that are needed to protect the legal and financial rights of the Government and of the persons affected by its actions.

**Mission critical data** – Information essential to supporting the execution of an agency's essential functions.

**Mission critical systems** – ADP equipment essential to supporting the execution of an agency's essential functions.

**Multi-year strategy and program management plan** – A process that ensures the maintenance and continued viability of COOP plans.

**Mutual Aid Agreement** - As between two or more entities, public and/or private, the pre-arranged rendering of services in terms of human and material resources when essential resources of one party are not adequate to meet the needs of a disaster or other emergency. Financial aspects for post-disaster or post-emergency reimbursements may be incorporated into the agreement.

**National Incident Management System (NIMS)** - A system mandated by HSPD-5 that provides a consistent nationwide approach for state, local, and tribal governments; the private-sector, and nongovernmental organizations to work effectively and efficiently together to prepare for, respond to, and recover from domestic incidents, regardless of cause, size, or complexity. To provide for interoperability and compatibility among state, local, and tribal capabilities, the NIMS includes a core set of concepts, principles, and terminology. HSPD-5 identifies these as the ICS; multiagency coordination systems; training; identification and management of resources (including systems for classifying types of resources); qualification and certification; and the collection, tracking, and reporting of incident information and incident resources.

**Occupant Emergency Plan (OEP)** – A short-term emergency response program that establishes procedures for safeguarding lives and property.

**Orders of succession** – Provisions for the assumption of senior agency offices during an emergency in the event that any of those officials are unavailable to execute their legal duties.

**Originating facility** – The site of normal, day-to-day operations; the location where the employee usually goes to work.

**Operational Conditions (OPCONS)** - South Carolina uses a system of Operating Condition (OPCON) levels. These OPCONs increase the State's level of readiness on a scale from 5 to 1. Each OPCON level is declared when a pre-determined set of criteria has been met. OPCONs will not necessarily progress sequentially from 5 to 1. The OPCON placed in effect at any given time will be the appropriate one for existing conditions at the time. The SCEMD Director will assign OPCON levels and needed.

**Operating Condition (OPCON) Level 5** - Indicates the SEOC is at normal, day-to-day operations to include normal training and exercises.

**Operating Condition (OPCON) Level 4** - Once an event or hazard poses a possible threat to South Carolina, the SEOC will move to OPCON 4. The primary events that will occur at this level are the notification of key personnel of the hazard and initiation of preparatory activities. The SEOC will be under "Partial Activation," primarily staffed by SCEMD personnel.

**Operating Condition (OPCON) Level 3** - Once an event or hazard poses a significant threat to South Carolina, the SEOC will move to OPCON Level 3. The SEOC will be under "Limited Activation," staffed by SCEMD personnel and key SERT agencies.

**Operating Condition (OPCON) Level 2** – When a disaster or emergency situation is in effect; this is a maximum preparedness level. A "Full Activation" of the SEOC normally will be directed at this time.

**Operating Condition (OPCON) Level 1** - Disaster or emergency situation in effect; full-fledge emergency response operations on going. The highest state of emergency operations

**Plan** - A systematic arrangement of elements or important parts.

**Point of Contact (POC)** - The designated focal point for actions involving a specific plan, as in "ESF POC".

**Reconstitution** – The process by which surviving and or replacement agency personnel resume normal agency operations from the original or replacement primary operating facility.

**Risk analysis** – The identification and assessment of hazards.

**State Emergency Operations Center (SEOC)** - The State Emergency Operations Center serves as a focal point of disaster information and coordinated response planning. The SEOC processes, procedures, equipment, and physical layout are structured to support the State Emergency Response Team (SERT) and facilitate State-level response activities.

**Standard Operating Procedures (SOP)** - Protocol for the conduct of regular operations.

**Telecommuting Locations:** Those locations set up with computers and telephones that enable employees to work at a location closer to their house than their main office.

**Test:** Demonstration of the correct operation of equipment, procedures and systems that support an agency.

**Test, Training and Exercises:** Measures to ensure that an agency's COOP program is capable of supporting the continued execution of its essential functions throughout the duration of a COOP situation.

**Training:** Instruction in individual or agency functions, procedures and responsibilities.

**Virtual Offices:** A location or environment where an employee performs work through the use of portable information technology and communication packages.

**Vital Databases:** Information systems needed to support essential functions during a COOP situation.

**Vital Records:** Electronic and hardcopy documents, references and records needed to support essential functions during a COOP situation. The two basic categories of vital records are emergency operating records and legal and financial records.

**Weapons of Mass Destruction (WMD):** Weapons that are capable of a high order of destruction and/or of being used in such a manner as to destroy large numbers of people. WMD can be high explosives or nuclear, biological, chemical and radiological weapons.

**Work-at-Home:** When an employee carries out their work duties at their residence rather than their official duty station.

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