

# Abbreviations

AAR	After Action Report
AC	Area Commander
ADC	Additional District Collector
ADM	Additional District Magistrate
AIDS	Acquired Immune Deficiency Syndrome
ATF	Aviation Turbine Fuel
RBD	Response Branch Director
BDO	Block Development Officer
CBDM	Community Based Disaster Management
CBO	Community Based Organisation
CBRN	Chemical, Biological, Radiological and Nuclear
CCMNC	Cabinet Committee on Management of Natural Calamities
CCS	Cabinet Committee on Security
CD	Civil Defence
CDM	Center for Disaster Management, HIPA
CDRN	Corporate Disaster Resource Network
CEO	Chief Executive Officer
CM	Chief Minister
CMG	Crisis Management Group
CMO	Chief Medical Officer
CO	Circle Officer
Com./CUL	Compensation/ Claims Unit Leader
CPMFs	Central Para Military Forces
CRF	Calamity Relief Fund
CS	Chief Secretary
Com.UL	Communication Unit Leader
CUL	Cost Unit Leader
DAE	Department of Atomic Energy
DC	Deputy Commissioner
DDMA	District Disaster Management Authority
Demob-UL	Demobilisation Unit Leader
DFO	Divisional Forest Officer
DIPRO	District Information and Public Relations Officer
DM	Disaster Management
DP	Display Processor
DRDA	District Rural Development Agency
DRO	District Revenue Officer
DSS	Decision Support System
DTO	District Treasury Officer
DUL	Documentation Unit Leader
Dy.	Deputy
EOC	Emergency Operations Centre
ESF	Emergency Support Function

ETA	Expected Time of Arrival
FB	Finance Branch
FBD	Finance Branch Director
FC	Finance Commission
FO	Field Observer
FUL	Food Unit Leader
GDMP	Gurgaon Disaster Management Plan
GIS	Geographic Information System
Gol	Government of India
GPS	Global Positioning System
GSU	Ground Support Unit
GSUL	Ground Support Unit Leader
HDRF	Haryana Disaster Response Force
He	He/She
His	His/Her
Him	Him/Her
HIPA	Haryana Institute of Public Administration
HLC	High Level Committee
HQ	Headquarters
IAP	Incident Action Plan
IC	Incident Commander
ICP	Incident Command Post
ICS	Incident Command System
IDKN	India Disaster Knowledge Network
IDP	Incident Demobilisation Plan
IDRN	India Disaster Resource Network
IMD	India Meteorological Department
IMG	Inter Ministerial Group
IMO	Information and Media Officer
IRS	Incident Response System
IRTs	Incident Response Teams
ISS	Incident Status Summary
Jt.	Joint
LBSNAA	Lal Bahadur Shastri National Academy of Administration
LO	Liaison Officer
LG	Lt. Governor
LS	Logistics Section
LSC	Logistics Section Chief
MBO	Management by Objectives
MHA	Ministry of Home Affairs
MoD	Ministry of Defence
MUL	Medical Unit Leader
NAC	Notified Area Committee
NCC	National Cadet Corps
NCCF	National Calamity Contingency Fund
NCCM	National Crisis Management Committee
NDMA	National Disaster Management Authority
NDRF	National Disaster Response Force

NEC	National Executive Committee
NGOs	Non Governmental Organisations
NIDM	National Institute of Disaster Management
NO	Nodal Officer
NSS	National Service Scheme
NYKS	Nehru Yuva Kendra Sangathan
OS	Operations Section
OSC	Operations Section Chief
PD	Project Director
PHD	Public Health Department
POL	Petrol, Oil and Lubricants
PRIs	Panchayati Raj Institutions
PS	Planning Section, Panchayat Samiti
PSC	Planning Section Chief
PUL	Procurement Unit Leader
PWD (B&R)	Public Works Department (Building & Road)
RB	Response Branch
RBD	Response Branch Director
RC	Relief Camp
RO	Responsible Officer
RPUL	Resource Provisioning Unit Leader
RTI	Regional Training Institute
RUL	Resource Unit Leader
SA	Staging Area
SAM	Staging Area Manager
SBD	Service Branch Director
SDM	Sub-Divisional Magistrate
SDMA	State Disaster Management Authority
SDO	Sub-Divisional Officer
SDRF	State Disaster Response Force
SEC	State Executive Committee
SO	Safety Officer
SOPs	Standard Operating Procedures
SP	Superintendent of Police
SUL	Situation Unit Leader
Sup.BD	Support Branch Director
TB	Transportation Branch
TBD	Transportation Branch Director
TS	Technical Specialist
TUL	Time Unit Leader
UC	Unified Command
ULBs	Urban Local Bodies
UN	United Nations
USAID	United States Agency for International Development
USFS	United States Forest Service
UT	Union Territory
ZP	Zila Parishad

# Glossary

**Branch:** The organisational level having functional/geographic responsibility for major segments of incident operations. The Branch level is used in operations and logistics and is organisationally between the Section, Division/Group and Unit.

**Command:** The act of directing, coordinating, ordering and controlling resources by virtue of explicit legal delegated authority.

**Command staff:** The command staff consists of the Information Officer, Safety Officer and Liaison Officer. They report directly to the Incident Commander and may have assistants. The command staff may or may not have supporting organisations below it.

**Complex Incident:** Two or more individual incidents located in the same general area which are assigned to a single incident commander or unified command.

**Deputy:** A qualified individual who, in the absence of a superior, could be delegated the authority to manage a functional operation or perform a specific task. Deputies can be assigned to the Incident Commander, General Staff, and Branch Directors.

**Division:** Divisions are used to divide an incident into geographical areas of operations. Divisions are also established when the number of resources exceeds the span-of-control of the Operations Section Chief. A division is located with the Incident Response System organisation between the Branch and the Task Force/Strike Team.

**Finance Branch:** The Finance Branch is responsible to keep track of incident related costs, personnel and equipment records, and administering procurement contracts associated with the incident or event. Finance Branch is located in the Logistics Section.

**General Staff:** The group of incident management personnel reporting to the Incident

Commander. They may each have a deputy, as needed. General Staff consists of Operations Section Chief, Planning Section Chief and Logistics Section Chief.

**Group:** Groups are established to divide the incident into functional areas of operations. Groups are composed of resources assembled, to perform a special function.

**Helibase:** The main location within the general incident area for parking, fueling, maintaining and loading helicopters. The Helibase is usually located at or near the incident base.

**Helispot:** A temporary landing spot for helicopters.

**Incident:** A human caused or natural occurrence that requires emergency service actions to prevent or reduce loss of life or damage to property or natural resources.

**Incident Action Plan:** A plan with objectives reflecting the overall incident strategy and specific tactical actions and supporting information for an operational period. The plan may be oral or written. When written, the plan may have a number of attachments, including incident objectives, division assignment list, incident radio communication plan, medical plan, traffic plan, safety plan, incident map, etc.

**Incident Base:** Location at which primary logistic functions are coordinated and administered. The incident base may be co-located with the Incident Command Post or other incident facilities.

**Incident Command Post:** Location at which primary command functions are executed. The Incident Command Post may be co-located with the incident base or at other incident facilities.

**Incident Commander:** Individual responsible for the management of all incident operations of the incident site.

**Incident Response System:** The combination of facilities, equipment, personnel, procedure and communications operating within a common organisational structure, with responsibility for the management of assigned resources to effectively accomplish stated objectives pertaining to an incident

**Incident Response Team:** The incident commander and appropriate general or command staff personnel assigned to manage an incident.

**Incident Objectives:** Guidance and directions necessary for selection of appropriate strategies and tactical direction of resources. Incident objectives are based on realistic expectations of what can be accomplished when all allocated resources have been effectively deployed.

**Kind:** 'Kind' refers to equipment, vehicles or personnel for example; Truck, Medical team, Bulldozer, etc.

**Logistics Section:** The Logistics Section is responsible for providing adequate services and support to meet all incident or event needs. It supports the Operations Section in the formation of Task Force / Strike Team and despatches resources to various targeted locations as designed in the Incident Action Plan. The Logistics Section has three Branches: Service Branch, Support Branch and Finance Branch.

**Branch Director:** Officer under the direction of the Section Chief responsible for implementing the incident action plan appropriate to the Branch.

**Operational Period:** The time period for execution of a given set of tactical actions as specified in the Incident Action Plan. Operational periods can be of various lengths, usually not more than 24 hours.

**Operations Section:** The Operations Section is responsible for directing the required tactical actions to meet incident objectives.

**Planning Section:** The Planning Section is responsible for the collection, evaluation, and display of incident information, maintaining and tracking the resources and preparing the Incident Action Plan and incident related documentation. They may also assess the requirement of more resources and keep Incident Commander informed.

**Planning Meeting:** A meeting held as needed throughout the duration of an incident to select specific strategies and tactics for incident control operations and for service and support planning.

**Responsible Officer:** The Responsible Officer is the senior most officer in the hierarchy of State and District Administration. At the State level, the Chief Secretary (Chairperson of SEC) and at the District level, the District Magistrate / District Collector (Chairperson of DDMA) will be the Responsible Officer. Such officer is the overall in-charge in the management of emergency response at the respective administrative levels.

**Resources:** Personnel, equipment, services and supplies available, or potentially available, for assignment to respond to the incidents.

**Section:** The organisational level having functional responsibility for primary segments of incident operations, such as: operations, planning and logistics.

**Single Resource:** An individual or a piece of equipment and its personnel or a crew or team of individuals with an identified work supervisor that can be used to respond in an incident.

**Staging Area:** An area earmarked and organised where resources are collected. It is from this location that resources are deployed for tactical assignments. Staging Area is under the Operations Section.

**Strike Team:** Specified combinations of the same 'kind' and 'type' of resources, with common communications and a leader.

**Strike Team Leader:** Person responsible to a Division Supervisor or Group-in-charge for performing tactical assignments given to the strike team.

**Tactics:** Deploying and directing resources on an incident to accomplish the objectives designated by strategy.

**Task Force:** A group of different 'kinds' and 'types' of resources with common communications and a leader, temporarily assembled for a specific mission covering a number of different activities.

**Type:** The capability of a resource in comparison to another type. Type 1 usually means a greater capability due to power, size or capacity.

**Unit:** The organisational element having functional responsibility for a specific incident planning, logistics, or financial activity.

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