Appendix B
Glossary

**Building Marshal.** An individual, preferably in an administrative position, assigned to a specific building and being responsible for receiving and communicating emergency information, assisting with common emergency responses, i.e. shelter-in-place, evacuation, etc. and distributing emergency preparation supplies as needed.

**Campus Crisis Operations Post.** A well-supported location on each campus in which the Critical Response Team may gather and assume their role.

**College Incident Commander.** The College Incident Commander is a member of the Emergency Management Team. The College Incident Commander is the individual responsible for the command and control of all aspects of an emergency situation.

**Emergency Operations Plan.** The Emergency Operations Plan is intended to recommend policies and establish guidelines, procedures and organizational structure for response to emergencies that are of sufficient magnitude to cause a significant disruption of the functioning of all or portions of the College. (A/k/a Emergency Preparedness Plan, Disaster Response Plan, Disaster Recovery Plan, Business Continuity Plan, Business Continuation Plan)

**Emergency Operations Plan Coordinator.** The Safety Director will serve as the Emergency Operations Plan Coordinator. The Safety Director is in charge of the Critical Response Team and responsible for the maintenance of the Emergency Operations Plan. The Safety Director consults directly with the College Incident Commander during an actual emergency.

**Emergency Management Team.** The Emergency Management Team is an assemblage of College officials appointed by the Chancellor to recommend emergency-related policy. The Emergency Management Team is also responsible for the review and approval of the Emergency Operations Plan.

**Critical Response Team.** The Critical Response Team is comprised of senior level management representing areas of the College that have critical Emergency Operations Plan execution responsibilities. At the direction of the Emergency Operations Plan Coordinator/Safety Director, the Critical Response Team executes the Emergency Operations Plan during an emergency. (A/k/a Emergency Response Team, Disaster Response Team, Crisis Response Team).

**Department.** A defined entity of the College.

**District Crisis Command Center.** Designated area near the site of the emergency in which the necessary Emergency Management Team Members and the Critical Response Team Members will gather to assume their role.

**Incident Command Site.** The designated area near the site of the emergency but located a safe distance (at least 300') from the emergency site in which the Critical Response Team and the Safety Director gather to assume their roles.

**Incident Command System.** The Incident Command System is a modular emergency management system designed for all hazards and levels of emergency response. The system is used by the Federal Emergency Management Agency (FEMA) and throughout the United States as the basis for emergency response management

**Response Procedures.** A Response Procedure identifies action steps for emergency preparation, coordination and response activities.