

RHODE ISLAND PLANT HEALTH EMERGENCY MANAGEMENT PLAN

Based on FY 2006 Plan
Submitted to Patricia Douglass, State Plant Health Director (CT/MA/RI)
USDA – APHIS – PPQ, Wallingford, CT, December, 2005

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TEMPLATES

[Notice of Stop Sale](#) (6-13-1)

[Order of Quarantine](#) (6-13-2)

[Notice of Quarantine \(Premises\)](#) (6-13-3)

[Notice of Quarantine \(Transportation\)](#) (6-13-4)

[Notice of Quarantine and Public Hearing](#) (6-13-5)

See also:

[Plant Quarantine, Nursery Inspection, and Certification Guidelines](#),

National Plant Board

<<http://nationalplantboard.org/policy/guidelines.html>>

[Pest Control Insurance Fund](#), Interstate Pest Control Compact

(IPCC) <http://www.pestcompact.org/insurance_fund.html>

[USDA—APHIS—PPQ](#) <<http://www.aphis.usda.gov/ppq/>>

[Electronic Manuals for PPQ Emergency Programs](#), USDA—

APHIS—PPQ

<http://www.aphis.usda.gov/ppq/manuals/emergency/emergency_index.html>

[Emergency Programs Manual](#), USDA—APHIS—PPQ

<<http://www.aphis.usda.gov/ppq/manuals/emergency/pdfs/EPM.pdf>>

[PPQ Incident Command System Guidelines](#) (Draft 2004), USDA—

APHIS—PPQ

<<http://www.aphis.usda.gov/ppq/ep/ics/docs/drafticsguidelines.pdf>>

[New Pest Response Guidelines](#), USDA—APHIS—PPQ

<<http://www.aphis.usda.gov/ppq/ep/nprg.html>>

[PestTracker](#), National Agricultural Pest Information System (NAPIS),

Cooperative Agricultural Pest Survey (CAPS)

<<http://ceris.purdue.edu/napis/>>

[Northeast Plant Diagnostic Network](#),

<<http://www.nepdn.org/DesktopDefault.aspx>>

[Plant Biosecurity Preparedness Plan for U.S. Agricultural Producers](#),

University of Missouri Extension MP745

<<http://extension.missouri.edu/explorepdf/miscpubs/mp0745.pdf>>

INTRODUCTION

BACKGROUND

This document is intended to serve as a guide when a plant pest emergency requires a response from both the Division of Agriculture (DAG) in the Rhode Island Department of Environmental Management (DEM) and the Animal and Plant Health Inspection Service (APHIS) of the United States Department of Agriculture (USDA). Components of the traditional approach to plant pest control by a number of public and private organizations are incorporated into this document. However, the realization that intentional introductions of plant pests by persons wishing to cause economic or environmental harm to plant resources has added another dimension to the need to protect those resources.

The recognition of the possibility that accidental and intentional introductions may occur has emphasized the need to develop rapid response capabilities in order to protect natural and cultivated plant resources from plant pests. For the purpose of this document the term "rapid response" is defined to mean a series of coordinated activities involving one or more organizations that are initiated by the discovery of a plant pest of concern. Rapid response activities consist of a number of components including detection, accurate identification and/or diagnostics, and mitigation activities.

It is unlikely that any single agency or organization has both the legal authority and a sufficient level of resources to conduct an effective plant pest mitigation response without the involvement and support of others. It is important for all involved to clearly understand their roles and responsibilities in a rapid response situation. Generally, a state or federal plant pest regulatory agency will have to be the lead agency in conducting any response activity because of the legal responsibilities assigned to that agency.

Accurate and timely plant pest identification and/or diagnostic support is critical to developing and implementing effective mitigation activities. Therefore, it will be especially important for agencies that have skills in this area be included in the planning and implementation of mitigation activities. Organizations with plant pest identification and/or diagnostic capabilities may be among the first to receive samples or initial indication of a potential problem. It is essential that this information be provided to regulatory agencies as soon as possible so that effective evaluation and mitigation activities can be initiated.

PLANT GROUPS

Agriculture and forestry are major components of the Rhode Island economy. If they were threatened in a plant health emergency, the economy could suffer significant negative effects. The State of Rhode Island considers the following plant groups its most valuable.

- Turf crops,
- Nursery stock,
- Fruit crops,
- Greenhouse crops,

- Pasture,
- Vegetable crops,
- Organic vegetable crops.

CROPS

The State of Rhode Island considers the following crops to be of prime importance. If threatened by a plant health emergency, they could have the most negative impact on the economy of the State:

- Blue grass,
- Corn,
- Rhododendron,
- Christmas trees,
- Apple,
- Grape,
- Tomato,
- Potato.

PURPOSE

REQUIREMENT

The purpose of this document is to guide effective rapid response to the detection, identification, and mitigation of new plant pests. Rapid response may include, but is not limited to, focused delimiting survey activities, specific control activities, quarantine, eradication, public outreach and education, and inter-agency communication, coordination and recovery. This document also encourages effective and timely communication among local, regional, State and Federal government agencies, academia, and plant industry professionals, when emergency response is required, as well as effective public notification of response activities. Homeland Security Presidential Directives 5, 6, 7, and 8 require standardized response plans.

RESPONDING TO EMERGENCIES

This is a plan for responding to plant health emergencies, especially in the initial stages, as part of the State emergency management plan. The plan includes the responsibilities of each entity with regard to:

- Plant health surveillance and detection systems (CAPS Committee members and roles);
- Initial control and eradication procedures relative to insects, plant pathogens, weeds, mollusks, and nematodes, including the use of Federal, Rhode Island, and other resources within the State;
- Level of involvement of State and Federal emergency management officials responding to a plant health emergency;
- Collaboration of the State and USDA-APHIS Plant Protection and Quarantine (PPQ) in emergency response;
- Communication among key partners (State, Federal, local, and industry) in an

- emergency (Standard Emergency Communication);
- Level of involvement of State and Federal plant health officials responding to natural disasters.

PARTICIPANTS

The participants in this plan are:

- Plant Protection and Quarantine of the Animal and Plant Health Inspection Service, United States Department of Agriculture (USDA-APHIS-PPQ), the Federal regulatory agency;
- The Division of Agriculture of the Rhode Island Department of Environmental Management (DEM), the State regulatory agency;
- Other cooperating agencies and stakeholders in Rhode Island.

MISSION

This plan is intended to prepare effectively for identifying and responding to, mitigating against, and recovering from new plant pests and diseases that could adversely affect the health and well-being of the nation's agricultural and natural resources. These standards should provide the general public, plant production industries, and trading partners with the confidence that the United States is prepared to respond to and to recover successfully from a plant health emergency.

EMERGENCY RESPONSE SYSTEM

In addition to providing an overall plan for a sound emergency response system, the plan also presents an opportunity to strengthen the emergency response system in four specific areas:

- Federal-State-industry partnership and coordination;
- Incident Command System;
- Contingency plan documentation;
- Human resources availability.

LEGAL AUTHORITY

FEDERAL AUTHORITY

PPQ has several authorities under which it can work to deal with emergency plant health situations. The authorities given to the Secretary of Agriculture by Congress, allow PPQ to do the following:

- Establish or modify quarantines and regulations to carry out emergency programs against new pests that are introduced into or that become established in the United States;
- Restrict and prohibit the entry and interstate movement of plants and plant products to prevent the entry and interstate spread of plant pests;
- Declare an extraordinary emergency when a new plant pest is present in the United States and that presence threatens the agriculture of the United States,

- and when State measures are determined to be inadequate;
- Cooperate with States, farmers, associations and other countries of the Western Hemisphere to carry out operations to control or eradicate a pest that poses a significant economic hazard or threatens the United States.

The following Acts of Congress are authorities granted to USDA, APHIS:

- Plant Protection Act of 2000;
- Federal Noxious Weed Act of 1974, section 15;
- Administration and Enforcement of Certain Federal Laws Act, approved on September 28, 1963. This Act allows Federal cooperation with State Agencies;
- Federal Insecticide, Fungicide and Rodenticide Act;
- The Honeybee Act;
- Joint Resolution of April 6, 1937;
- The Golden Nematode Act, Approved June 15, 1948;
- Agricultural Bioterrorism Protection Act of 2002.

The Agricultural Bioterrorism Protection Act of 2002 provides emergency authorities and additional provisions for dealing with bioterrorism. The Act also provides for grants to improve local and state response to threats from bioterrorism. Select agents and toxins that present a threat to agriculture are:

- *Liberobacter africanus*,
- *Liberobacter asiaticus*,
- *Peronosclerospora philippinesis*,
- *Phakospora pachyrhizi*,
- *Plum pox potyvirus*,
- *Ralstonia solanacearum*, race 3, biovar 2,
- *Sclerophthora rayssiae var. zea*,
- *Synchytrium endobioticum*,
- *Xanthomonas oryzae pv. Oryzicola*,
- *Xylella fastidiosa* (citrus variegated chlorosis strain).

STATE AUTHORITY

The following sections of Rhode Island General Laws provide authority for prevention, response, and mitigation of threats to plant health in the State.

- Diseases and Parasites Chapter 2-17;
- General Plant Pest Act Chapter 2-16;
- Protection of Trees and Plants Generally Chapter 2-25;
- Rhode Island Nursery Law Chapter 2-18.1;
- Rhode Island Seed Act Chapter 2-6.

TRIBAL RELATIONS

The Department of Homeland Security, in cooperation with other Federal departments and agencies, coordinates tribal relations functions for actual and potential incidents of National Significance. Federal departments and agencies can work directly with tribes within existing agency authorities and resources. They comply with existing laws and Executive Orders mandating that the Federal Government deal with Native Tribes on a government-to-government basis, reflecting the Federally recognized tribe's right of self

government as sovereign domestic dependent nations. A Tribe may, however, opt to deal directly with State and local officials. USDA provides expertise and support concerning food safety and security, plant and animal health, and other homeland security issues. Additional information may be found in the [National Response Plan, ESF #15-4](#) and [Support Annex TRB-1 through TRB-3](#).

LINES OF AUTHORITY

PPQ lines of authority are standard throughout the Eastern Region although a few State Plant Health Directors (SPHDs) manage more than one state. The SPHD for Rhode Island is normally the USDA—APHIS—PPQ State Plant Health Director based in Connecticut. Each SPHD reports directly to an Assistant Regional Director in the PPQ Eastern Region Office in Raleigh, North Carolina, and supervises all PPQ personnel in the assigned state(s). Most State Plant Regulatory Officials (SPROs) are employees of the State Department of Agriculture and report directly to the State Secretary of Agriculture in the capitol city, but a few are employees of the state university or agricultural experiment station. In Rhode Island, the SPRO is normally the Head of the Plant Industry Unit of the Division of Agriculture (DAG) in the Department of Environmental Management (DEM). The SPRO normally has responsibility for plant health regulatory, survey, and control activities, but there may be exceptions, such as for gypsy moths or aquatic weeds.

CONTINGENCY PLANS

If an exotic pest threatens the agriculture of the United States and State measures are determined to be inadequate, the Secretary of Agriculture may declare an extraordinary emergency. If it appears that the Federal procedure will take longer and that the pest could become widespread during that time, PPQ may ask the State to enact a quarantine. Meanwhile, PPQ and/or the State authorities may ask for cooperation from organizations, land owners, and other stakeholders.

ROLES AND RESPONSIBILITIES

STATE-WIDE EMERGENCY

In the event of an actionable plant pest of major significance or other state-wide plant health emergency, the ICS management structure would be activated.

INCIDENT COMMAND SYSTEM

The Incident Command System (ICS) is a structured management tool for command, control, and coordination of resources and personnel at emergency scenes. It uses a standard organizational structure along with common procedures and terminology that enables participating agencies and organizations to function together effectively and efficiently.

All parties to this plan agree that ICS will be used in the response to plant health emergencies caused by new/exotic plant pests or plant diseases and agree to provide the necessary training and orientation to their personnel on the use of ICS to insure its effective implementation and use.

An incident command system will be established to provide an effective and uniform response to plant health emergencies, and will integrate Federal and State personnel to provide guidance, information, and communication to the agriculture community, other government agencies, industry, and the public. The Incident Commander (IC) will be assigned to coordinate emergency activities with the regional emergency program coordinator and will assume emergency program response and management.

The IC will:

- Establish Incident Command Post;
- Organize emergency project structure;
- Review applicable environmental documents;
- Establish priorities and direct activities of the emergency task force;
- Supervise response personnel;
- Organize and authorize response plan;
- Ensure that safety standards are met;
- Apprise the SPHD and SPRO of emergency status.

PERSONNEL

Incident Commander / Unified Command

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For DEM personnel to staff other ICS positions see “Assets for Support of Emergency Response,” Section 6-3 of the [DEM Emergency Response Plan](#), especially, [DEM Staff and Roles in Incident Command](#) (Section 3-4-1) and [Incident Command Structure \(Generic\) For DEM](#) (Section 3-4-2).

FACILITIES

Command Readiness Center
State of Rhode Island Emergency Management Center
645 New London Avenue
Cranston, Rhode Island 02920

REGIONAL EMERGENCY OPERATIONS CENTER

The APHIS Eastern Region Emergency Operations Center is located on the NCSU Centennial Campus.

USDA-APHIS
Regional Emergency Operations Center
920 Main Campus Drive, Room 235
Raleigh, NC 27606-5213
Telephone: 919-855-7021 or 7921
FAX: 919-855-7389

STATE PLANT HEALTH DIRECTOR (SPHD)

The SPHD will keep the Assistant Regional Director and Regional Emergency Response Coordinator informed and will confer with the SPRO on all aspects of a plant health emergency including:

- Coordination and assignments of staff.
- Coordination and assignments of equipment.
- Finding adequate resources and funding to deal with the emergency.
- Release of information to the public.
- Issuing of Emergency Action Notifications by PPQ and Stop Sales by the State.
- Coordination of responses by other Federal agencies.
- Providing information from the PPQ national and regional offices, the New Pest Advisory Group (NPAG), and the Center for Plant Health Science and Technology (CPHST).
- Issuing Collaborator Identification Cards to provide USDA authority, if needed.
- If the plant health emergency requires additional resources, contacting SPHDs in neighboring states.
- If personnel resources are needed beyond those provided by neighboring states, requesting a Regional Response Team (RRT) and other personnel through the PPQ Regional office in Raleigh, North Carolina.
- Arranging meeting(s) to critique responses to the plant health emergency.

STATE PLANT REGULATORY OFFICIAL (SPRO)

The SPRO will keep superiors informed and coordinate with the SPHD on all aspects of the plant health emergency including:

- Coordination and assignments of staff.
- Coordination and assignments of equipment.
- Finding adequate resources and funding to deal with the emergency.
- Release of information to the public.

- Issuing of Stop Sales by the State and Emergency Action Notifications by PPQ.
- Coordination of responses by other State agencies.
- Providing information from State agencies, universities, organizations, and others.
- If the plant health emergency requires additional resources, contacting SPROs in neighboring states.
- If additional personnel resources are needed, requesting assistance in accordance with the State Emergency Operations Plan.
- Arranging meeting(s) to critique responses to the plant health emergency

PPQ EASTERN REGION

In the event of an emergency, the PPQ Emergency Response Coordinator (ERC) will facilitate the regional and national support to the state, working through the Plant Health Director or delegated representative. The ERC will provide expert assistance in employment of the Incident Command System.

The Emergency Response Coordinator will conduct an annual review that includes a comprehensive review of the SPHD's State Plant Health Emergency Management Plan, a vulnerability-and-needs analysis to identify program shortfalls, and assistance in developing a Comprehensive Exercise program.

[Each state is responsible for conducting exercises to maintain overall response preparedness. PPQ has recommended that cooperating entities participate in one or two plant-specific emergency response training sessions, two tabletop exercises, and one functional exercise per year, leading up to a full scale exercise every 2 – 3 years.]

PLANT PEST ACTIVITIES

Activities normally used to manage a plant health emergency include:

REGULATION

- Prevent the entry and spread of plant pests through promulgation, implementation, and maintenance of appropriate regulations.
- Determine quarantine area, regulated articles, and treatments.
- Advise regulated industry(ies) of required treatment procedures.
- Issue Emergency Action Notifications and make regulatory visits.
- Issue Compliance Agreements to persons who grow, handle, or move regulated articles.
- Refer violations to Investigative and Enforcement Services (IES) for formal investigation.

SURVEY

- Prevent widespread distribution of new pests and noxious weeds by conducting detection surveys to assist with Early Detection and Rapid Response.
- Practice processing random samples through one of the five Cooperative State Research, Education, and Extension Service (CSREES) diagnostic laboratories designated to identify new plant pests.
- Confirm pest identification, or provide specimens to the appropriate taxonomic

- authority for identification.
- Coordinate communication of new plant pest information with appropriate State and Federal agencies, state academic institutions, and industries.
- Conduct a delimiting survey to determine the extent of pest spread.
- Enter data for new State record plus routine negative and positive survey data into NAPIS in a timely manner.
- Request New Pest Advisory Group (NPAG) investigation in order to recommend the appropriate course of action.
- Inform the public of new plant pest detections or threats.

CONTROL

- Consult with APHIS Environmental Services (ES) for documentation such as environmental impact statements (EIS), environmental assessments (EA) and pesticide registration for APHIS control programs.
- Use National Environmental Policy Act (NEPA) analysis to select control options such as bio-control, chemical, cultural, fire, mechanical and integrated pest management.
- Prevent further spread of an infestation through rapid response.
- Review control activities to ensure compliance with local, State, and Federal laws.
- Communicate and coordinate activities with appropriate local, State, and Federal agencies, academia, industry, and other appropriate organizations as related to program responsibilities.

ERADICATION

- Consider factors improving success such as early detection, small isolated site, pest not highly mobile, knowledge of pest, available equipment, and adequate funding.
- Consult with management and CPHST as needed.
- Insofar as possible, use an approved, effective treatment such as fumigation or steam sterilization.
- Conduct periodic visits over several years to survey and treat the site.
- Report progress of eradication to NAPIS until success is assured.

RECOVERY

- Coordinate State and Federal efforts to obtain compensation (grants or loans) for agricultural businesses.
- Notify businesses that are adversely affected if compensation is available.
- Assist the impacted agricultural industry in restoring production capability.
- Employ Federal, State, and local cooperation to restore domestic and export markets.
- Identify and advise growers about alternate crops.
- Replant affected vegetation.
- Remedy adverse effects to native plant communities that do not recover passively.

COMMUNICATION

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GLOSSARY OF KEY TERMS AND ACRONYMS

AEOC: APHIS Emergency Operations Center.

AEREOC: APHIS Eastern Region Emergency Operations Center.

Agency Representative: A person assigned by a primary, assisting, or cooperating Federal, State, local, or tribal government agency or private entity that has been delegated authority to make decisions affecting that agency's or organization's participation in incident management activities following appropriate consultation with the leadership of that agency.

Agency: A division of government with a specific function offering a particular kind of assistance. In ICS, agencies are defined either as jurisdictional (having statutory responsibility for incident management) or as assisting or cooperating (providing resources or other assistance).

APHIS: Animal and Plant Health Inspection Service.

Area Command (Unified Area Command): An organization established (1) to oversee the management of multiple incidents that are each being handled by an ICS organization or (2) to oversee the management of large or multiple incidents to which several Incident Management Teams have been assigned. Area Command has the responsibility to set overall strategy and priorities, allocate critical resources according to priorities, ensure that incidents are properly managed, and ensure that objectives are met and strategies followed. Area Command becomes Unified Area Command when incidents are multijurisdictional. Area Command may be established at an emergency operations center facility or at some location other than an incident command post.

ARF: Action Request Form.

Assessment: The evaluation and interpretation of measurements and other information to provide a basis for decision-making.

Assignments: Tasks given to resources to perform within a given operational period that are based on operational objectives defined in the IAP.

Assistant: Title for subordinates of principal Command Staff positions. The title indicates a level of technical capability, qualifications, and responsibility subordinate to the primary positions. Assistants may also be assigned to unit leaders.

Assisting Agency: An agency or organization providing personnel, services, or other resources to the agency with direct responsibility for incident management. See also Supporting Agency.

Available Resources: Resources assigned to an incident, checked in, and available for a mission assignment, normally located in a Staging Area.

Branch: The organizational level having functional or geographical responsibility for major aspects of incident operations. A branch is organizationally situated between the section and the division or group in the Operations Section, and between the section and units in the Logistics Section. Branches are identified by the use of Roman numerals or by functional area.

CAPS: Cooperative Agricultural Pest Survey.

Chain of Command: A series of command, control, executive, or management positions in hierarchical order of authority.

Check-In: The process through which resources first report to an incident. Check-in locations include the incident command post, Resources Unit, incident base, camps, staging areas, or directly on the site.

Chief: The ICS title for individuals responsible for management of functional sections: Operations, Planning, Logistics, Finance/Administration, and Intelligence (if established as a separate section).

Command Staff: In an incident management organization, the Command Staff consists of the Incident Command and the special staff positions of Public Information Officer, Safety Officer, Liaison Officer, and other positions as required, who report directly to the Incident Commander. They may have an assistant or assistants, as needed.

Command: The act of directing, ordering, or controlling by virtue of explicit statutory, regulatory, or delegated authority.

Common Operating Picture: A broad view of the overall situation as reflected by situation reports, aerial photography, and other information or intelligence.

Communications Unit: An organizational unit in the Logistics Section responsible for providing communication services at an incident or an EOC. A Communications Unit may also be a facility (e.g., a trailer or mobile van) used to support an Incident Communications Center.

Cooperating Agency: An agency supplying assistance other than direct operational or support functions or resources to the incident management effort.

Coordinate: To advance systematically an analysis and exchange of information among principals who have or may have a need to know certain information to carry out specific incident management responsibilities.

CPHST: Center for Plant Health Science and Technology.

CSREES: Cooperative State Research, Education, and Extension Service.

DAG: Division of Agriculture.

DEM: Rhode Island Department of Environmental Management.

Deputy: A fully qualified individual who, in the absence of a superior, can be delegated the authority to manage a functional operation or perform a specific task. In some cases, a deputy can act as relief for a superior and, therefore, must be fully qualified in the position. Deputies can be assigned to the Incident Commander, General Staff, and Branch Directors.

DHS: Department of Homeland Security.

Dispatch: The ordered movement of a resource or resources to an assigned operational mission or an administrative move from one location to another.

Division: The partition of an incident into geographical areas of operation. Divisions are established when the number of resources exceeds the manageable span of control of the Operations Chief. A division is located within the ICS organization between the branch and resources in the Operations Section.

DOI: Department of the Interior.

EA: Environmental Assessment.

EIS: Environmental Impact Statement.

Emergency Operations Centers (EOCs): The physical location at which the coordination of information and resources to support domestic incident management activities normally takes place. An EOC may be a temporary facility or may be located in a more central or permanently established facility, perhaps at a higher level of organization within a jurisdiction. EOCs may be organized by major functional disciplines (e.g., fire, law enforcement, and medical services), by jurisdiction (e.g., Federal, State, regional, county, city, tribal), or some combination thereof.

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

Emergency Public Information: Information that is disseminated primarily in anticipation of an emergency or during an emergency. In addition to providing situational information to the public, it also frequently provides directive actions required to be taken by the general public.

Emergency Response Provider: Includes Federal, State, local, and tribal emergency public safety, law enforcement, emergency response, emergency medical (including hospital emergency facilities), and related personnel, agencies, and authorities. See Section 2 (6), Homeland Security Act of 2002, Pub. L. 107-296, 116 Stat. 2135 (2002). Also known as Emergency Responder.

Emergency: Absent a Presidentially declared emergency, 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 President, Federal assistance is needed to supplement State 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 United States.

EOC: Emergency Operations Center.

EOP: Emergency Operations Plan.

ERC: Emergency Response Coordinator.

ES: Environmental Services.

ESF: Emergency Support Function.

Evacuation: Organized, phased, and supervised withdrawal, dispersal, or removal of civilians from dangerous or potentially dangerous areas, and their reception and care in safe areas.

Event: A planned, non-emergency activity. ICS can be used as the management system for a wide range of events, e.g., parades, concerts, or sporting events.

Federal: Of or pertaining to the Federal Government of the United States of America.

FEMA: Federal Emergency Management Agency.

FNS: Food and Nutrition Service.

FSIS: Food Safety and Inspection Service.

Function: Function refers to the five major activities in ICS: Command, Operations, Planning, Logistics, and Finance/Administration. The term function is also used when describing the activity involved, e.g., the planning function. A sixth function, Intelligence, may be established, if required, to meet incident management needs.

GACC: Geographical Area Coordination Center.

General Staff: A group of incident management personnel organized according to function and reporting to the Incident Commander. The General Staff normally consists of the Operations Section Chief, Planning Section Chief, Logistics Section Chief, and Finance/Administration Section Chief.

Group: Established to divide the incident management structure into functional areas of operation. Groups are composed of resources assembled to perform a special function not necessarily within a single geographic division. Groups, when activated, are located between branches and resources in the Operations Section. (See Division.)

Hazard: Something that is potentially dangerous or harmful, often the root cause of an unwanted outcome.

IES: Investigative and Enforcement Services.

IIMG: Interagency Incident Management Group.

Incident Action Plan: An oral or written plan containing general objectives reflecting the overall strategy for managing an incident. It may include the identification of operational resources and assignments. It may also include attachments that provide direction and important information for management of the incident during one or more operational periods.

Incident Command Post (ICP): The field location at which the primary tactical-level, on-scene incident command functions are performed. The ICP may be collocated with the incident base or other incident facilities and is normally identified by a green rotating or flashing light.

Incident Command System (ICS): A standardized on-scene emergency management construct specifically designed to provide for the adoption of an integrated organizational structure that reflects the complexity and demands of single or multiple incidents, without being hindered by jurisdictional boundaries. ICS is the combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure, designed to aid in the management of resources during incidents. It is used for all kinds of emergencies and is applicable to small as well as large and complex incidents. ICS is used by various jurisdictions and functional agencies, both public and private, to organize field-level incident management operations.

Incident Commander (IC): The individual responsible for all incident activities, including the development of strategies and tactics and the ordering and the release of resources. The IC has overall authority and responsibility for conducting incident operations and is responsible for the management of all incident operations at the incident site.

Incident Management Team (IMT): The IC and appropriate Command and General Staff personnel assigned to an incident.

Incident Objectives: Statements of guidance and direction necessary for selecting appropriate strategy(s) and the tactical direction of resources. Incident objectives are based on realistic expectations of what can be accomplished have been effectively deployed. Incident objectives must be achievable and measurable, yet flexible enough to allow strategic and tactical alternatives.

Incident: An occurrence or event, natural or human-caused, that requires an emergency response to protect life or property. Incidents can, for example, include major disasters, emergencies, terrorist attacks, terrorist threats, wildland and urban fires, floods, hazardous materials spills, nuclear accidents, aircraft accidents, earthquakes, hurricanes, tornadoes, tropical storms, war-related disasters, public health and medical emergencies, and other occurrences requiring an emergency response.

Initial Action: The actions taken by those responders first to arrive at an incident site.

Initial Response: Resources initially committed to an incident.

Intelligence Officer: The intelligence officer is responsible for managing internal information, intelligence, and operational security requirements supporting incident management activities. These may include information security and operational security activities, as well as the complex task of ensuring that sensitive information of all types (e.g., classified information, law enforcement sensitive information, proprietary information, or export-controlled information) is handled in a way that not only safeguards the information, but also ensures that it gets to those who need access to it to perform their missions effectively and safely.

IPCC: Interstate Pest Control Compact

IPM: Integrated Pest Management.

JFO: Joint Field Office.

JIC: Joint Information Center.

Joint Information Center (JIC): A facility established to coordinate all incident-related public information activities. It is the central point of contact for all news media at the scene of the incident. Public information officials from all participating agencies should collocate at the JIC.

Joint Information System (JIS): Integrates incident information and public affairs into a cohesive organization designed to provide consistent, coordinated, timely information during crisis or incident operations. The mission of the JIS is to provide a structure and system for developing and delivering coordinated interagency messages; developing, recommending, and executing public information plans and strategies on behalf of the IC; advising the IC concerning public affairs issues that could affect a response effort; and controlling rumors and inaccurate information that could undermine public confidence in the emergency response effort.

Jurisdiction: A range or sphere of authority. Public agencies have jurisdiction at an incident related to their legal responsibilities and authority. Jurisdictional authority

at an incident can be political or geographical (e.g., city, county, tribal, State, or Federal boundary lines) or functional (e.g., law enforcement, public health).

Liaison Officer: A member of the Command Staff responsible for coordinating with representatives from cooperating and assisting agencies.

Liaison: A form of communication for establishing and maintaining mutual understanding and cooperation.

Local Government: A county, municipality, city, town, township, local public authority, school district, special district, intrastate district, council of governments (regardless of whether the council of governments is incorporated as a nonprofit corporation under State law), regional or interstate government entity, or agency or instrumentality of a local government; an Indian tribe or authorized tribal organization, or in Alaska a Native village or Alaska Regional Native Corporation; a rural community, unincorporated town or village, or other public entity. See Section 2 (10), Homeland Security Act of 2002, Pub. L. 107-296, 116 Stat. 2135 (2002).

Logistics: Providing resources and other services to support incident management.
Logistics Section: The section responsible for providing facilities, services, and material support for the incident.

MA: Mission Assignment.

Major Disaster: As defined under the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5122), a major disaster is any natural catastrophe (including any hurricane, tornado, storm, high water, wind-driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, or drought), or, regardless of cause, any fire, flood, or explosion, in any part of the United States, which in the determination of the President causes damage of sufficient severity and magnitude to warrant major disaster assistance under this Act to supplement the efforts and available resources of States, tribes, local governments, and disaster relief organizations in alleviating the damage, loss, hardship, or suffering caused thereby.

Management by Objective: A management approach that involves a four-step process for achieving the incident goal. The Management by Objectives approach includes the following: establishing overarching objectives; developing and issuing assignments, plans, procedures, and protocols; establishing specific, measurable objectives for various incident management functional activities and directing efforts to fulfill them, in support of defined strategic objectives; and documenting results to measure performance and facilitate corrective action.

Mitigation: The activities designed to reduce or eliminate risks to persons or property or to lessen the actual or potential effects or consequences of an incident. Mitigation measures may be implemented prior to, during, or after an incident. Mitigation measures are often informed by lessons learned from prior incidents. Mitigation involves ongoing actions to reduce exposure to, probability of, or potential loss from hazards. Measures may include zoning and building codes, floodplain buyouts, and analysis of hazard-related data to determine where it is safe to build or locate temporary facilities. Mitigation can include efforts to educate governments, businesses, and the public on measures they can take to reduce loss and injury.

Mobilization: The process and procedures used by all organizations—Federal, State, local, and tribal—for activating, assembling, and transporting all resources that have been requested to respond to or support an incident.

Multiagency Coordination Entity: A multiagency coordination entity functions within a broader multiagency coordination system. It may establish the priorities among incidents and associated resource allocations, deconflict agency policies, and provide strategic guidance and direction to support incident management activities.

Multiagency Coordination Systems: Multiagency coordination systems provide the architecture to support coordination for incident prioritization, critical resource allocation, communications systems integration, and information coordination. The components of multiagency coordination systems include facilities, equipment, emergency operation centers (EOCs), specific multiagency coordination entities, personnel, procedures, and communications. These systems assist agencies and organizations to fully integrate the subsystems of the NIMS.

Multijurisdictional Incident: An incident requiring action from multiple agencies that each have jurisdiction to manage certain aspects of an incident. In ICS, these incidents will be managed under Unified Command.

Mutual-Aid Agreement: Written agreement between agencies and/or jurisdictions that they will assist one another on request, by furnishing personnel, equipment, and/or expertise in a specified manner.

NAPIS: National Agricultural Pest Information System.

National Disaster Medical System: A cooperative, asset-sharing partnership between the Department of Health and Human Services, the Department of Veterans Affairs, the Department of Homeland Security, and the Department of Defense. NDMS provides resources for meeting the continuity of care and mental health services requirements of the Emergency Support Function 8 in the Federal Response Plan.

National Incident Management System: A system mandated by HSPD-5 that provides a consistent nationwide approach for Federal, 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 Federal, 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.

National Response Plan: A plan mandated by HSPD-5 that integrates Federal domestic prevention, preparedness, response, and recovery plans into one all-discipline, all-hazards plan.

National: Of a nationwide character, including the Federal, State, local, and tribal aspects of governance and polity.

NCH: Natural and Cultural Resources and Historic Properties.

NEPA: National Environmental Policy Act

NGO: Non Governmental Organization.

NOAA: National Oceanic and Atmospheric Administration.

Nongovernmental Organization: An entity with an association that is based on interests of its members, individuals, or institutions and that is not created by a government, but may work cooperatively with government. Such organizations serve a public purpose, not a private benefit. Examples of NGOs include faith-based charity organizations and the American Red Cross.

NPAG: New Pest Advisory Group.

NRCC: National Resources Coordination Center.

NRP: National Response Plan.

OEMHS: Office of Emergency Management and Homeland Security.

OHS: Office of Homeland Security (USDA).

Operational Period: The time scheduled for executing a given set of operation actions, as specified in the Incident Action Plan. Operational periods can be of various lengths, although usually not over 24 hours.

Operations Section: The section responsible for all tactical incident operations. In ICS, it normally includes subordinate branches, divisions, and/or groups.

Personnel Accountability: The ability to account for the location and welfare of incident personnel. It is accomplished when supervisors ensure that ICS principles and processes are functional and that personnel are working within established incident management guidelines.

Planning Meeting: A meeting held as needed prior to and throughout the duration of an incident to select specific strategies and tactics for incident control operations and for service and support planning. For larger incidents, the planning meeting is a major element in the development of the Incident Action Plan (IAP).

Planning Section: Responsible for the collection, evaluation, and dissemination of operational information related to the incident, and for the preparation and documentation of the IAP. This section also maintains information on the current and forecasted situation and on the status of resources assigned to the incident.

POC: Point(s) of Contact.

PPQ: Plant Protection and Quarantine.

Preparedness Organizations: The groups and entities that provide interagency coordination for domestic incident management activities in a non-emergency context. Preparedness organizations can include all agencies with a role in incident management, for prevention, preparedness, response, or recovery activities. They represent a wide variety of committees, planning groups, and other organizations that meet and coordinate to ensure the proper level of planning, training, equipping, and other preparedness requirements within a jurisdiction or area.

Preparedness: The range of deliberate, critical tasks and activities necessary to build, sustain, and improve the operational capability to prevent, protect against,

respond to, and recover from domestic incidents. Preparedness is a continuous process. Preparedness involves efforts at all levels of government and between government and private-sector and nongovernmental organizations to identify threats, determine vulnerabilities, and identify required resources. Within the NIMS, preparedness is operationally focused on establishing guidelines, protocols, and standards for planning, training and exercises, personnel qualification and certification, equipment certification, and publication management.

Prevention: Actions to avoid an incident or to intervene to stop an incident from occurring. Prevention involves actions to protect lives and property. It involves applying intelligence and other information to a range of activities that may include such countermeasures as deterrence operations; heightened inspections; improved surveillance and security operations; investigations to determine the full nature and source of the threat; public health and agricultural surveillance and testing processes; immunizations, isolation, or quarantine; and, as appropriate, specific law enforcement operations aimed at deterring, preempting, interdicting, or disrupting illegal activity and apprehending potential perpetrators and bringing them to justice.

Private Sector: Organizations and entities that are not part of any governmental structure. It includes for-profit and not-for-profit organizations, formal and informal structures, commerce and industry, and private voluntary organizations (PVO).
Processes: Systems of operations that incorporate standardized procedures, methodologies, and functions necessary to provide resources effectively and efficiently. These include resource typing, resource ordering and tracking, and coordination.

Public Information Officer: A member of the Command Staff responsible for interfacing with the public and media or with other agencies with incident-related information requirements.

Publications Management: The publications management subsystem includes materials development, publication control, publication supply, and distribution. The development and distribution of NIMS materials is managed through this subsystem. Consistent documentation is critical to success, because it ensures that all responders are familiar with the documentation used in a particular incident regardless of the location or the responding agencies involved.

Qualification and Certification: This subsystem provides recommended qualification and certification standards for emergency responder and incident management personnel. It also allows the development of minimum standards for resources expected to have an interstate application. Standards typically include training, currency, experience, and physical and medical fitness.

Reception Area: This refers to a location separate from staging areas, where resources report in for processing and out-processing. Reception Areas provide accountability, security, situational awareness briefings, safety awareness, distribution of IAPs, supplies and equipment, feeding, and bed down.

Recovery Plan: A plan developed by a State, local, or tribal jurisdiction with assistance from responding Federal agencies to restore the affected area.

Recovery: The development, coordination, and execution of service- and site-restoration plans; the reconstitution of government operations and services;

individual, private- sector, nongovernmental, and public-assistance programs to provide housing and to promote restoration; long-term care and treatment of affected persons; additional measures for social, political, environmental, and economic restoration; evaluation of the incident to identify lessons learned; post incident reporting; and development of initiatives to mitigate the effects of future incidents.

Resource Management: Efficient incident management requires a system for identifying available resources at all jurisdictional levels to enable timely and unimpeded access to resources needed to prepare for, respond to, or recover from an incident. Resource management under the NIMS includes mutual-aid agreements; the use of special Federal, State, local, and tribal teams; and resource mobilization protocols.

Resources Unit: Functional unit within the Planning Section responsible for recording the status of resources committed to the incident. This unit also evaluates resources currently committed to the incident, the effects additional responding resources will have on the incident, and anticipated resource needs.

Resources: Personnel and major items of equipment, supplies, and facilities available or potentially available for assignment to incident operations and for which status is maintained. Resources are described by kind and type and may be used in operational support or supervisory capacities at an incident or at an EOC.

Response: Activities that address the short-term, direct effects of an incident. Response includes immediate actions to save lives, protect property, and meet basic human needs. Response also includes the execution of emergency operations plans and of mitigation activities designed to limit the loss of life, personal injury, property damage, and other unfavorable outcomes. As indicated by the situation, response activities include applying intelligence and other information to lessen the effects or consequences of an incident; increased security operations; continuing investigations into nature and source of the threat; ongoing public health and agricultural surveillance and testing processes; immunizations, isolation, or quarantine; and specific law enforcement operations aimed at preempting, interdicting, or disrupting illegal activity, and apprehending actual perpetrators and bringing them to justice.

RRCC: Regional Resources Coordination Center.

RRT: Regional Response Team.

Safety Officer: A member of the Command Staff responsible for monitoring and assessing safety hazards or unsafe situations and for developing measures for ensuring personnel safety.

Section: The organizational level having responsibility for a major functional area of incident management, e.g., Operations, Planning, Logistics, Finance/Administration, and Intelligence (if established). The section is organizationally situated between the branch and the Incident Command.

SITC: Smuggling Interdiction and Trade Compliance.

SOP: Standing Operating Procedures.

Span of Control: The number of individuals a supervisor is responsible for, usually expressed as the ratio of supervisors to individuals. (Under the NIMS, an appropriate span of control is between 1:3 and 1:7.)

SPHD: State Plant Health Director.

SPRO: State Plant Regulatory Official.

Staging Area: Location established where resources can be placed while awaiting a tactical assignment. The Operations Section manages Staging Areas.

State: When capitalized, refers to any State of the United States, the District of Columbia, the Commonwealth of Puerto Rico, the Virgin Islands, Guam, American Samoa, the Commonwealth of the Northern Mariana Islands, and any possession of the United States. See Section 2 (14), Homeland Security Act of 2002, Pub. L. 107-296, 116Stat. 2135 (2002).

Strategic: Strategic elements of incident management are characterized by continuous long-term, high-level planning by organizations headed by elected or other senior officials. These elements involve the adoption of long-range goals and objectives, the setting of priorities; the establishment of budgets and other fiscal decisions, policy development, and the application of measures of performance or effectiveness.

Strategy: The general direction selected to accomplish incident objectives set by the IC.

Strike Team: A set number of resources of the same kind and type that have an established minimum number of personnel.

Supporting Technologies: Any technology that may be used to support the NIMS is included in this subsystem. These technologies include orthophoto mapping, remote automatic weather stations, infrared technology, and communications, among various others.

Task Force: Any combination of resources assembled to support a specific mission or operational need. All resource elements within a Task Force must have common communications and a designated leader.

Technical Assistance: Support provided to State, local, and tribal jurisdictions when they have the resources but lack the complete knowledge and skills needed to perform a required activity (such as mobile-home park design and hazardous material assessments).

Terrorism: Under the Homeland Security Act of 2002, terrorism is defined as activity that involves an act dangerous to human life or potentially destructive of critical infrastructure or key resources and is a violation of the criminal laws of the United States or of any State or other subdivision of the United States in which it occurs and is intended to intimidate or coerce the civilian population or influence a government or affect the conduct of a government by mass destruction, assassination, or kidnapping. See Section 2 (15), Homeland Security Act of 2002, Pub. L. 107-296, 116 Stat. 2135 (2002).

Threat: An indication of possible violence, harm, or danger.

Tools: Those instruments and capabilities that allow for the professional performance of tasks, such as information systems, agreements, doctrine, capabilities, and legislative authorities.

Tribal: Any Indian tribe, band, nation, or other organized group or community, including any Alaskan Native Village as defined in or established pursuant to the Alaskan Native Claims Settlement Act (85 stat. 688) [43 U.S.C.A. and 1601 et seq.], that

is recognized as eligible for the special programs and services provided by the United States to Indians because of their status as Indians.

Type: A classification of resources in the ICS that refers to capability. Type 1 is generally considered to be more capable than Types 2, 3, or 4, respectively, because of size; power; capacity; or, in the case of incident management teams, experience and qualifications.

Unified Area Command: A Unified Area Command is established when incidents under an Area Command are multijurisdictional. (See Area Command.)

Unified Command: An application of ICS used when there is more than one agency with incident jurisdiction or when incidents cross political jurisdictions. Agencies work together through the designated members of the UC, often the senior person from agencies and/or disciplines participating in the UC, to establish a common set of objectives and strategies and a single IAP.

Unit: The organizational element having functional responsibility for a specific incident planning, logistics, or finance/administration activity.

Unity of Command: The concept by which each person within an organization reports to one and only one designated person. The purpose of unity of command is to ensure unity of effort under one responsible commander for every objective.

USDA: United States Department of Agriculture.

Volunteer: For purposes of the NIMS, a volunteer is any individual accepted to perform services by the lead agency, which has authority to accept volunteer services, when the individual performs services without promise, expectation, or receipt of compensation for services performed. See, e.g., 16 U.S.C. 742f(c) and 29 CFR 553.101.

VS: Veterinary Services.