

Coordinated Incident Management System (CIMS) Glossary of Terms and Abbreviations

Allocated resources:	Resources dispatched to an incident.
Appreciation:	The systematic process in which all the factors affecting an incident and which lead to the development of a plan are considered.
Assembly Area (AA):	An area where resources are organised and prepared for deployment. It includes the provision of crew welfare and equipment maintenance facilities. An Assembly Area would normally be located away from an incident at an established facility.
Available Resources:	Incident-based resources ready for deployment.
Briefing:	A general overview of an operation.
Cache:	A predetermined complement of supplies stored in a designated location.
Changeover:	The orderly replacement of personnel.
Check-in:	The process whereby resources first report to an incident.
Checkpoint:	A strategic position from which traffic movement can be observed and controlled.
Coordinated Incident Management System (CIMS):	A structure to systematically manage emergency incidents.
Command:	The internal direction of members and resources of an agency in the performance of that agency's role and tasks. Command relates to single agencies and operates vertically within an agency.
Control:	The overall direction of response activities in an emergency situation. Authority for control is established in legislation or by agreement and carries with it the responsibility for tasking and coordinating other agencies. Control relates to situations and can operate at either the single-agency level or horizontally across agencies.
Coordination:	The bringing together of agencies and resources to ensure a consistent and effective response to an incident.
Cordon:	A cordon is the means to maintain an area and is used to restrict movement into and out of an area.
Debriefing:	A critical examination of an operation done to evaluate actions for documentation and future improvements.
Demobilisation:	The orderly release of resources no longer required at an incident.
Dispatch:	To task and/or remove a resource.
Emergency Operations Centre (EOC):	An established facility where the response to an incident may be supported.

Evacuation:	The removal of people from an area that may be dangerous or for strategic reasons.
Finance/Administration:	A unit which may be established to provide advise on financial implications or be utilised to track times, costs, procurement, and compensation.
Forward Triage:	An area in the field to identify and sort patients in priority order for removal to a Triage area.
Helibase (HB):	The main location for parking, fueling and maintenance of helicopters operating in support of an incident.
Helipad (HP):	A designated location which meets specific requirements for a helicopter to take off and land.
Incident:	An event which requires a response from one or more agencies.
Incident Action Plan (IAP):	A statement of the objectives, strategies, and critical functions to be taken at an incident.
Incident Control Point (ICP):	The location where the Incident Controller and, where established, members of the Incident Management Team provide overall direction of response activities in an emergency situation.
Incident Control:	The overall management of the response to an incident (see 'Control').
Incident Management	
Team (IMT):	The group of incident management personnel carrying out the functions of Incident Controller, Operations Manager, Planning/Intelligence Manager and Logistics manager.
Inner Cordon:	A cordon established immediately around an event.
Instructions:	A direction to achieve something given in general terms without a specific course of action (as opposed to 'Orders').
Lead Agency:	The organisation with the legislative or agreed authority for control on an incident.
Liaison:	Coordination with representatives from other agencies.
Logistics:	The provision of facilities, services, and materials in accordance with the Incident Action Plan.
Mobilisation:	The process and procedures for organisations to activate, assemble, and transport the requested resources to an incident.
Multi-agency Response:	An incident which requires a response from two or more agencies.
Objective:	A statement of what is to be achieved.
Operations:	The direction, supervision, and implementation of tactics in accordance with the Incident Action Plan.
Orders:	Directions comprising a clearly defined task and the method of achieving it given by a commander to those who will execute it (as opposed to 'instructions').
Outer Cordon:	A cordon established further from an event than the inner cordon to enable access to the area of operations to be controlled.

Planning/Intelligence:	The collection, evaluation, and dissemination of information related to the incident and the preparation and documentation of the Incident Action Plan.
Resources:	All personnel and equipment available, or potentially available, for assignment to incidents.
Road Block:	Any form of barrier or obstruction preventing or limiting the passage of vehicles.
Safe Forward Point (SFP):	A safe location near the incident from which the forward operations can be supported.
Safety Officer:	The designated officer responsible for assessing hazards and for developing measures for ensuring safety.
Sector:	A defined portion of an incident.
Single-agency Response:	An incident requiring a response from only one agency.
Situation Report (Sitrep):	A brief of an incident, usually given at regular intervals.
SMEACC:	An acronym for a standard sequence when directing actions. It represents: <ul style="list-style-type: none"> • Situation • Mission • Execution • Administration • Command • Communications
Staging Area (SA):	A designated location where resources are gathered prior to deployment.
Standard Operating Procedures (SOPs):	Written incident practices adopted by an agency.
Strategy:	A statement detailing how an objective is to be achieved.
Support Agency:	An organisation contributing services or resources directly to a lead agency.
Tactics:	Specific actions or tasks to implement incident strategies.
Task:	A job given to a team or individual.
Technical Specialist:	An adviser with special skills which are needed to support incident operations.
Triage:	An area and a process where patients are taken to for treatment in a priority order.

If you require CIMS training contact us at: enquiries@emergencymanagement.co.nz