

*Jefferson County, Alabama  
Comprehensive Emergency Management Plan*

**Section 1: Basic Plan**

**VI. ATTACHMENTS**

This section of the Basic Plan contains the following information:

**A. Primary/Support Matrix.**

**B. Glossary of Terms, Abbreviations and Acronyms.**

**A. PRIMARY/**

| AGENCIES,<br>DEPARTMENTS                           | MANAGING EMERGENCY OPERATIONS | SITUATION REPORTING | DAMAGE ASSESSMENT | ALERT, WARNING, NOTIFICATION | EMERGENCY PUBLIC INFORMATION | COMMUNICATION SYSTEMS | RESOURCE MANAGEMENT | HUMAN RESOURCES | SEARCH & RESCUE | PUBLIC WORKS, EMERGENCY ENGINEERING SERVICES | PUBLIC HEALTH SERVICES | ANIMAL CONSIDERATIONS | FIRE SERVICES | EMERGENCY MEDICAL SERVICES | LAW ENFORCEMENT SERVICES | CORONER/MEDICAL EXAMINER | POPULATION RELOCATION | TRANSPORTATION | HUMAN SERVICES | DONATED GOODS & SERVICES | EMERGENCY FISCAL & ADMINISTRATIVE |
|--|-------------------------------|---------------------|-------------------|------------------------------|------------------------------|-----------------------|---------------------|-----------------|-----------------|--|------------------------|-----------------------|---------------|----------------------------|--------------------------|--------------------------|-----------------------|----------------|----------------|--------------------------|-----------------------------------|
|  | 1                             | 2                   | 3                 | 4                            | 5                            | 6                     | 7                   | 8               | 9               | 10   | 11                     | 12                    | 13            | 14                         | 15                       | 16                       | 17                    | 18             | 19             | 20                       | 21                                |
| Ambulance Services                                 | S                             | S                   | S                 |                              | S                            | S                     | S                   |                 |                 |  |                        |                       |               | S                          |                          | S                        |                       | S              |                |                          | S                                 |
| Birmingham Communications Dept.                    | S                             | S                   | S                 |                              | S                            | S                     | S                   |                 |                 |  |                        |                       |               |                            |                          |                          |                       |                |                |                          | S                                 |
| Birmingham Equipment Management                    | S                             | S                   | S                 |                              | S                            | S                     | S                   |                 |                 |  |                        |                       |               |                            |                          |                          |                       | S              |                |                          | S                                 |
| BREMSS   | S                             | S                   | S                 |                              | S                            | S                     | S                   |                 |                 |  |                        |                       |               | S                          |                          |                          |                       |                |                |                          | S                                 |
| Building Inspection Services                       | S                             | S                   | S                 |                              | S                            | S                     | S                   |                 |                 | S  |                        |                       |               |                            |                          |                          |                       |                |                |                          | S                                 |
| Business & Industry                                | S                             | S                   | S                 |                              | S                            | S                     | S                   |                 |                 |  | S                      |                       |               | S                          | S                        | S                        |                       |                | S              |                          | S                                 |
| Campuses, Universities                             | S                             | S                   | S                 |                              | S                            | S                     | S                   |                 |                 |  |                        |                       |               |                            |                          |                          |                       |                | S              |                          | S                                 |
| Churches   | S                             | S                   | S                 |                              | S                            | S                     | S                   |                 |                 |  |                        |                       |               |                            |                          |                          |                       |                | S              |                          | S                                 |
| Civil Air Patrol                                   | S                             | S                   | S                 |                              | S                            | S                     | S                   |                 | S               |  |                        |                       |               |                            |                          |                          |                       |                |                |                          | S                                 |
| Community Service Organizations                    | S                             | S                   | S                 |                              | S                            | S                     | S                   |                 |                 |  |                        |                       |               |                            |                          |                          |                       |                | S              |                          | S                                 |
| Data Processing                                    | S                             | S                   | S                 |                              | S                            | S                     | S                   |                 |                 |  |                        |                       |               |                            |                          |                          |                       |                |                |                          | S                                 |
| Department of Human Resources                      | S                             | S                   | S                 |                              | S                            | S                     | S                   |                 |                 |  |                        |                       |               |                            |                          |                          | S                     | S              | <b>P</b>       |                          | S                                 |
| Emergency Management Council                       | <b>P</b>                      | S                   | S                 |                              | S                            | S                     | S                   |                 |                 |  |                        |                       |               |                            |                          |                          |                       |                |                |                          | S                                 |
| Finance  | S                             | S                   | S                 |                              | S                            | S                     | S                   |                 |                 |  |                        |                       |               |                            |                          |                          |                       |                |                |                          | S                                 |
| Fire Services                                      | S                             | S                   | S                 | S                            | S                            | S                     | S                   |                 | S               |  | S                      |                       | <b>P</b>      | <b>P</b>                   |                          | S                        | S                     | S              |                |                          | S                                 |
| Funeral Directors; Associations                    | S                             | S                   | S                 |                              | S                            | S                     | S                   |                 |                 |  |                        |                       |               |                            |                          | S                        |                       |                |                |                          | S                                 |
| Greater B'ham Humane Society                       | S                             | S                   | S                 |                              | S                            | S                     | S                   |                 |                 |  | S                      | <b>P</b>              |               |                            |                          |                          |                       |                |                |                          | S                                 |
| Hospitals  | S                             | S                   | S                 |                              | S                            | S                     | S                   |                 |                 |  | S                      |                       |               | S                          |                          |                          |                       |                |                |                          | S                                 |
| Jefferson County Communications                    | S                             | S                   | S                 |                              | S                            | S                     | S                   |                 |                 |  |                        |                       |               |                            |                          |                          |                       |                |                |                          | S                                 |
| Jefferson County Coroner/Medical Examiner's Office | S                             | S                   | S                 |                              | S                            | S                     | S                   |                 |                 |  |                        |                       |               |                            |                          |                          | <b>P</b>              |                |                |                          | S                                 |
| Jefferson County Department of Health              | S                             | S                   | S                 |                              | S                            | S                     | S                   |                 |                 |  | <b>P</b>               |                       |               |                            |                          |                          |                       | S              |                |                          | S                                 |
| Jefferson County Emergency Management Agency       | <b>P</b>                      | <b>P</b>            | <b>P</b>          | <b>P</b>                     | <b>P</b>                     | <b>P</b>              | <b>P</b>            | S               | <b>P</b>        | S  | S                      | S                     | S             | S                          | S                        | S                        | <b>P</b>              | <b>P</b>       | S              | <b>P</b>                 | <b>P</b>                          |

**SUPPORT MATRIX**

| AGENCIES,<br>DEPARTMENTS                         | MANAGING EMERGENCY OPERATIONS | SITUATION REPORTING | DAMAGE ASSESSMENT | ALERT, WARNING, NOTIFICATION | EMERGENCY PUBLIC INFORMATION | COMMUNICATION SYSTEMS | RESOURCE MANAGEMENT | HUMAN RESOURCES | SEARCH & RESCUE | PUBLIC WORKS, EMERGENCY ENGINEERING SERVICES | PUBLIC HEALTH SERVICES | ANIMAL CONSIDERATIONS | FIRE SERVICES | EMERGENCY MEDICAL SERVICES | LAW ENFORCEMENT SERVICES | CORONER/MEDICAL EXAMINER | POPULATION RELOCATION | TRANSFORMATION | HUMAN SERVICES | DONATED GOODS & SERVICES | EMERGENCY FISCAL & ADMINISTRATIVE |
|--|-------------------------------|---------------------|-------------------|------------------------------|------------------------------|-----------------------|---------------------|-----------------|-----------------|--|------------------------|-----------------------|---------------|----------------------------|--------------------------|--------------------------|-----------------------|----------------|----------------|--------------------------|-----------------------------------|
|  | 1                             | 2                   | 3                 | 4                            | 5                            | 6                     | 7                   | 8               | 9               | 10   | 11                     | 12                    | 13            | 14                         | 15                       | 16                       | 17                    | 18             | 19             | 20                       | 21                                |
| Jefferson County Fleet Services                  | S                             | S                   | S                 |                              | S                            | S                     | S                   |                 |                 |  |                        |                       |               |                            |                          |                          |                       | S              |                |                          | S                                 |
| Jefferson County General Services                | S                             | S                   | S                 |                              | S                            | S                     | S                   |                 |                 |  |                        |                       |               |                            |                          |                          |                       |                |                | S                        | S                                 |
| Law Enforcement                                  | S                             | S                   | S                 | S                            | S                            | S                     | S                   |                 | P               |  | S                      | S                     | S             |                            | P                        | S                        | P                     | S              |                |                          | S                                 |
| Management Information Services                  | S                             | S                   | S                 |                              | S                            | S                     | S                   |                 |                 |  |                        |                       |               |                            |                          |                          |                       |                | S              |                          | S                                 |
| Media  | S                             | S                   | S                 | S                            | S                            | S                     | S                   |                 |                 |  |                        |                       |               |                            |                          |                          |                       |                |                |                          | S                                 |
| Metro Area Express                               | S                             | S                   | S                 |                              | S                            | S                     | S                   |                 |                 |  |                        |                       |               |                            |                          |                          | S                     | P              | S              |                          | S                                 |
| Metro Humane Shelter<br>(Note: Name will Change) | S                             | S                   | S                 |                              | S                            | S                     | S                   |                 |                 |  | S                      | P                     |               |                            |                          |                          |                       |                |                |                          | S                                 |
| National Guard                                   | S                             | S                   | S                 |                              | S                            | S                     | S                   |                 | S               |  |                        |                       |               |                            |                          |                          |                       |                |                |                          | S                                 |
| Parks & Recreation                               | S                             | S                   | S                 |                              | S                            | S                     | S                   | P               |                 |  |                        |                       |               |                            |                          |                          |                       |                | S              | S                        | S                                 |
| Personnel Board                                  | S                             | S                   | S                 |                              | S                            | S                     | S                   |                 |                 |  |                        |                       |               |                            |                          |                          |                       |                | S              | S                        | S                                 |
| Public (General)                                 | S                             | S                   | S                 |                              | S                            | S                     | S                   |                 |                 |  |                        |                       |               |                            |                          |                          |                       |                |                |                          | S                                 |
| Purchasing Department                            | S                             | S                   | S                 |                              | S                            | S                     | S                   |                 |                 |  |                        |                       |               |                            |                          |                          |                       |                |                |                          | S                                 |
| Public Works                                     | S                             | S                   | S                 |                              | S                            | S                     | S                   |                 | S               | P  |                        |                       | S             |                            | S                        |                          | S                     | S              | S              |                          | S                                 |
| RACES  | S                             | S                   | S                 | S                            | S                            | S                     | S                   |                 | S               |  |                        |                       |               |                            |                          |                          |                       |                |                | S                        |                                   |
| Red Cross  | S                             | S                   | S                 | S                            | S                            | S                     | S                   | S               |                 |  | S                      |                       | S             | S                          |                          |                          | S                     | S              | P              |                          | S                                 |
| Risk Management                                  | S                             | S                   | S                 |                              | S                            | S                     | S                   |                 |                 |  |                        |                       |               |                            |                          |                          |                       |                |                |                          | S                                 |
| Salvation Army                                   | S                             | S                   | S                 |                              | S                            | S                     | S                   | S               |                 |  |                        |                       | S             |                            |                          |                          |                       |                |                | S                        | S                                 |
| Schools (Districts)                              | S                             | S                   | S                 | S                            | S                            | S                     | S                   |                 |                 |  |                        |                       |               |                            |                          |                          | S                     | P              | S              |                          | S                                 |
| Tax Assessor                                     | S                             | S                   | S                 |                              | S                            | S                     | S                   |                 |                 |  |                        |                       |               |                            |                          |                          |                       |                |                |                          | S                                 |
| Utilities  | S                             | S                   | S                 |                              | S                            | S                     | S                   |                 |                 | S  |                        |                       |               |                            |                          |                          |                       |                |                | S                        | S                                 |
| Veterinarians                                    | S                             | S                   | S                 |                              | S                            | S                     | S                   |                 |                 |  | S                      | S                     |               |                            |                          |                          |                       |                |                |                          | S                                 |
| Volunteer Organizations                          | S                             | S                   | S                 |                              | S                            | S                     | S                   |                 | S               |  |                        |                       |               |                            |                          |                          |                       |                | S              | S                        | S                                 |

**B. GLOSSARY OF TERMS, ABBREVIATIONS AND ACRONYMS.**

**Alabama Emergency Response Commission (SERC)** - Commission appointed by the governor according to the requirements of Title III of P.L. 99-499; duties of the commission include designating emergency planning districts, appointing Local Emergency Planning Committees, reviewing emergency plans, receiving chemical release notifications, and establishing procedures for receiving and processing requests from the public for information.

**Annex** (Functional) - Parts of this CEMP which provide specific information and direction; should focus on operations, what the function is and who is responsible for carrying it out, emphasizes policies, responsibilities, tasks, and operational actions that pertain to the function being covered, including activities to be performed by anyone with a responsibility under the function. Should clearly define and describe the policies, strategies, roles, and responsibilities inherent in the various functions before, during, and after any emergency period. In the State EOP and the Federal Response Plan, annexes are associated with Emergency Support Functions (ESF).

**Comprehensive Emergency Management Plan (CEMP)** - A brief, clear and concise document which describes action to be taken and provides instructions to all individuals and local government services and states what will be done in an anticipated emergency. The plan states the method or scheme for taking coordinated action to meet the needs of the situation. It states the action to be taken by whom, what, when, and where, based on predetermined assumptions, objectives and capabilities.

**Disaster** - "Major disaster" means 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 the Stafford Act to supplement the efforts and available resources of states, local governments, and disaster relief organizations alleviating the damage, loss, hardship, or suffering caused thereby" (P.L. 93-288 as amended by P.L. 100-707).

**Emergency** - According to the Robert T. Stafford Disaster Relief and Emergency Assistance Act (Public Law 93-288 as amended by Public Law 100-707), the term emergency means any hurricane, tornado, storm, flood, high water, wind-driven water, tsunami (tidal wave), earthquake, volcanic eruption, landslide, mudslide, snowstorm, drought, fire, explosion or other catastrophe in any part of the United States which requires emergency assistance to save lives and protect property, public health and safety or to alert or lessen the threat of a major disaster.

**Emergency Alert System (EAS)** - A network of communications facilities authorized by the Federal Communications Commission which uses digital technology to provide the public with warnings and/or important information prior to, during, and following emergencies and disasters. A digital systems architecture allows broadcast, cable, satellite, and other services to send and receive alerting information. Replaces EAS.

**Emergency Operations Center (EOC)** - The protected (safe) site from which civil government officials (municipal, county, state and federal) exercise direction and control in an emergency/disaster.

**Emergency Public Information (EPI)** - Information which is disseminated before, during and/or after an emergency which instructs and transmits direct orders to the public via the news media.

**Jefferson County Local Emergency Planning Committee (LEPC)** - A committee appointed by the State Emergency Response Commission, as required by Title III of PL 99-499, to formulate a comprehensive emergency plan for its district.

**Joint Information Center (JIC)** - A center established near the scene of a disaster or emergency for issuing emergency information. It provides a central location for the joint issuance of accurate information to news media representatives by all levels of government and private industry. This center should be a large room with limited access, close to the scene, where the media can receive information and be provided with work space. A JIC is established for written and verbal news releases to the media. The Joint Information Center provides a central location where news media representatives can receive accurate current information concerning the incident.

**Mass Care** - The process of providing basic human needs (shelter, food/water, clothing, and first aid) in disaster situations. In Alabama, the ARC is the primary provider of mass care services.

**Special Populations** - Concentrations of people in one area or building for a special purpose or in certain circumstances (e.g., deaf, handicapped, homebound persons, schools, hospitals, nursing homes, orphanages, shopping centers, etc.)

**Special Needs (Extended Care)** - People with “special needs” are those individuals who, during disasters/emergencies, have no other alternatives for safe shelter other than a public shelter and who may be disabled, frail or infirmed elderly, need assistance with medications, dialysis patients, use oxygen, catheters or IVs, require backup power or specialized equipment or need transportation to a shelter.

**Standard Operating Procedures (SOPs)** - A set of implementing instructions having the force of a directive covering those features of operations which lend themselves to a definite or standardized procedure to improve effectiveness and which supports the strategies and policies established by the EOP.

**B. ABBREVIATIONS AND ACRONYMS.**

|               |   |
|---------------|---|
| <b>ADEM</b>   | Alabama Department of Environmental Management    |
| <b>AEMA</b>   | Alabama Emergency Management Agency               |
| <b>ALDOT</b>  | Alabama Department of Transportation              |
| <b>ALNG</b>   | Alabama National Guard                            |
| <b>CEMP</b>   | Comprehensive Emergency Management Plan           |
| <b>CEO</b>    | Chief Executive Officer or Chief Elected Official |
| <b>DOT</b>    | Department of Transportation                      |
| <b>DPS</b>    | Department of Public Safety                       |
| <b>EAS</b>    | Emergency Alert System                            |
| <b>EMA</b>    | Emergency Management Agency                       |
| <b>EMS</b>    | Emergency Medical Services                        |
| <b>EOC</b>    | Emergency Operations Center                       |
| <b>FEMA</b>   | Federal Emergency Management Agency               |
| <b>HAZMAT</b> | Hazardous Material                                |
| <b>ICS</b>    | Incident Command System                           |
| <b>NAWAS</b>  | National Warning System                           |
| <b>NWS</b>    | National Weather Service                          |
| <b>RACES</b>  | Radio Amateur Civil Emergency Services            |
| <b>SAR</b>    | Search and Rescue                                 |