

**ACRONYMS**

## ACRONYMS

BCP	Business Continuity Plans
CI	Critical Infrastructure
CMO	Chief Medical Officer
CEO	Chief Executive Officer
DM	Disaster Management
DMC	Disaster Management Committee
DRM	Disaster Risk Management
DRR	Disaster Risk Reduction
EM	Emergency Management
HEC	Health Emergency Committee
HDC	Health Disaster Coordinator
HRVA	Hazard Risk and Vulnerability Assessment
LSS/ SUMA	Logistics Support System/ Humanitarian Supply Management System
MoH	Ministry of Health
NDO	National Disaster Organization
NEOC	National Emergency Operations Centre
NGO	Non-governmental Organization
PAHO	Pan American Health Organization
PS	Permanent Secretary
SOP	Standard Operating Procedure
WHO	World Health Organization

**GLLOSSARY**

# GLOSSARY

## Business Continuity Planning

An ongoing process supported by senior management and funded to ensure that the necessary steps are taken to identify the impact of potential losses, maintain viable recovery strategies, recovery plans, and continuity of services (3.3.1, Chapter 3 Definitions). In the public sector, this phrase is also known as *continuity of operations or continuity of governance*. Mission, vision, and strategic goals and objectives are used to focus the program, (NFPA 1600, 2007 Edition).

This process often results in the development of a Business Continuity Plan (BCP) for the facility or operation.

## Contingency Planning

A management process that analyses specific potential events or emerging situations that might threaten society or the environment and establishes arrangements in advance to enable timely, effective and appropriate responses to such events and situations.

*Comment: Contingency planning results in organized and coordinated courses of action with clearly-identified institutional roles and resources, information processes, and operational arrangements for specific actors at times of need. Based on scenarios of possible emergency conditions or disaster events, it allows key actors to envision, anticipate and solve problems that can arise during crises. Contingency planning is an important part of overall preparedness. Contingency plans need to be regularly updated and exercised.*

## Disaster

A serious disruption of the functioning of a community or a society causing widespread human, material, economic or environmental losses which exceed the ability of the affected community or society to cope using its own resources.

*Comment: Disasters are often described as a result of the combination of: the exposure to a hazard; the conditions of vulnerability that are present; and insufficient capacity or measures to reduce or cope with the potential negative consequences. Disaster impacts may include loss of life, injury, disease and other negative effects on human physical, mental and social well-being, together with damage to property, destruction of assets, loss of services, social and economic disruption and environmental degradation.*

## Disaster Management (See Emergency Management below)

## Disaster risk management

The systematic process of using administrative directives, organizations, and operational skills and capacities to implement strategies, policies and improved coping capacities in order to lessen the adverse impacts of hazards and the possibility of disaster.

*Comment: This term is an extension of the more general term "risk management" to address the specific issue of disaster risks. Disaster risk management aims to avoid, lessen or transfer the adverse effects of hazards through activities and measures for prevention, mitigation and preparedness.*

## Disaster Risk Reduction (DRR)

The conceptual framework of elements considered with the possibilities to minimize vulnerabilities and disaster risks throughout a society, to avoid (prevention) or to limit (Mitigation and Preparedness) the adverse impacts of hazards, within the broad context of sustainable development. DRR involves:

- *Risk awareness and assessment including hazard analysis and vulnerability/capacity analysis;*
- *Knowledge development including education, training, research and information;*
- *Public commitment and institutional frameworks, including organizational, policy, legislation and community action;*
- *Application of measures including environmental management, land-use and urban planning, protection of critical facilities, application of science and technology, partnership and networking, and financial instruments;*
- *Early warning systems including forecasting, dissemination of warnings, Preparedness measures and reaction capacities*

(UN/ISDR, 2004)

The concept and practice of reducing disaster risks through systematic efforts to analyse and manage the causal factors of disasters by reducing exposure to hazards, lessening vulnerability of people and property, sustainable management of land and the environment, and improved preparedness for adverse events.

## Emergency management

The organization and management of resources and responsibilities for addressing all aspects of emergencies, in particular preparedness, response and initial recovery steps.

*Comment: A crisis or emergency is a threatening condition that requires urgent action. Effective emergency action can avoid the escalation of an event into a disaster. Emergency management involves plans and institutional arrangements to engage and guide the efforts of government, non-*

*government, voluntary and private agencies in comprehensive and coordinated ways to respond to the entire spectrum of emergency needs. The expression “disaster management” is sometimes used instead of emergency management.*

## Hazard

A dangerous phenomenon, substance, human activity or condition that may cause loss of life, injury or other health impacts, property damage, loss of livelihoods and services, social and economic disruption, or environmental damage.

## Hazard, Risk and Vulnerability Assessment (HRVA)

Often referred to as risk assessment. See Risk Assessment below.

## Health sector

The health sector encompasses all the entities that produce actions, services, goods, opportunities, and knowledge that in one way or another contribute to the maintenance and improvement of the individual and collective health. This also includes the economic and productive activities of other sectors which impact on health, the political decisions, and their legal-administrative forms of expression, as well as environmental and educational interventions that influence the health determinants, (PAHO/WHO).

## HRVA Tool

A tool to assist in conducting a hazard vulnerability and risk assessment. There are a variety of tools available for conducting hazard, vulnerability and risk assessments at various levels (PAHO/WHO).

## Mitigation

The lessening or limitation of the adverse impacts of hazards and related disasters.

*Comment: The adverse impacts of hazards often cannot be prevented fully, but their scale or severity can be substantially lessened by various strategies and actions. Mitigation measures encompass engineering techniques and hazard-resistant construction as well as improved environmental policies and public awareness. It should be noted*

*that in climate change policy, “mitigation” is defined differently, being the term used for the reduction of greenhouse gas emissions that are the source of climate change.*

### **Natural hazard**

Natural process or phenomenon that may cause loss of life, injury or other health impacts, property damage, loss of livelihoods and services, social and economic disruption, or environmental damage.

*Comment: Natural hazards are a sub-set of all hazards. The term is used to describe actual hazard events as well as the latent hazard conditions that may give rise to future events. Natural hazard events can be characterized by their magnitude or intensity, speed of onset, duration, and area of extent. For example, earthquakes have short durations and usually affect a relatively small region, whereas droughts are slow to develop and fade away and often affect large regions. In some cases hazards may be coupled, as in the flood caused by a hurricane or the tsunami that is created by an earthquake.*

### **Preparedness**

The knowledge and capacities developed by governments, professional response and recovery organizations, communities and individuals to effectively anticipate, respond to, and recover from, the impacts of likely, imminent or current hazard events or conditions.

*Comment: Preparedness action is carried out within the context of disaster risk management and aims to build the capacities needed to efficiently manage all types of emergencies and achieve orderly transitions from response through to sustained recovery. Preparedness is based on a sound analysis of disaster risks and good linkages with early warning systems, and includes such activities as contingency planning, stockpiling of equipment and supplies, the development of arrangements for coordination, evacuation and public information, and associated training and field exercises. These must be supported by formal institutional, legal and budgetary capacities. The related term “readiness” describes the ability to quickly and appropriately respond when required.*

### **Prevention**

The outright avoidance of adverse impacts of hazards and related disasters.

*Comment: Prevention (i.e. disaster prevention) expresses the concept and intention to completely avoid potential adverse impacts through action taken in advance. Examples include dams or embankments that eliminate flood risks, land-use regulations that do not permit any settlement in high risk zones, and seismic engineering designs that ensure the survival and function of a critical building in any likely earthquake. Very often the complete avoidance of losses is not feasible and the task transforms to that of mitigation. Partly for this reason, the terms prevention and mitigation are sometimes used interchangeably in casual use.*

### **Preventative Maintenance**

Linked to the definition above - Planned actions, i.e. care and/or servicing by personnel, undertaken to retain equipment and/or facilities at a specified level of performance by providing repetitive scheduled tasks which prolong system operation and useful life; i.e., inspection, detection, correction of incipient failures, cleaning, lubrication and part replacement.

(IFMA, FM Definitions, [http://www.ifma.org/what\\_is\\_fm/fm\\_definitions.cfm](http://www.ifma.org/what_is_fm/fm_definitions.cfm))

### **Recovery**

The restoration, and improvement where appropriate, of facilities, livelihoods and living conditions of disaster-affected communities, including efforts to reduce disaster risk factors.

*Comment: The recovery task of rehabilitation and reconstruction begins soon after the emergency phase has ended, and should be based on pre-existing strategies and policies that facilitate clear institutional responsibilities for recovery action and enable public participation. Recovery programmes, coupled with the heightened public awareness and engagement after a disaster, afford a valuable opportunity to develop and implement disaster risk reduction measures and to apply the “build back better” principle.*

## Resilience

The ability of a system, community or society exposed to hazards to resist, absorb, accommodate to and recover from the effects of a hazard in a timely and efficient manner, including through the preservation and restoration of its essential basic structures and functions.

*Comment: Resilience means the ability to “resile from” or “spring back from” a shock. The resilience of a community in respect to potential hazard events is determined by the degree to which the community has the necessary resources and is capable of organizing itself both prior to and during times of need.*

## Response

The provision of emergency services and public assistance during or immediately after a disaster in order to save lives, reduce health impacts, ensure public safety and meet the basic subsistence needs of the people affected.

*Comment: Disaster response is predominantly focused on immediate and short-term needs and is sometimes called “disaster relief”. The division between this response stage and the subsequent recovery stage is not clear-cut. Some response actions, such as the supply of temporary housing and water supplies, may extend well into the recovery stage.*

## Retrofitting

Reinforcement or upgrading of existing structures to become more resistant and resilient to the damaging effects of hazards.

*Comment: Retrofitting requires consideration of the design and function of the structure, the stresses that the structure may be subject to from particular hazards or hazard scenarios, and the practicality and costs of different retrofitting options. Examples of retrofitting include adding bracing to stiffen walls, reinforcing pillars, adding steel ties between walls and roofs, installing shutters on windows, and improving the protection of important facilities and equipment.*

## Risk

The probability of harmful consequences, or expected losses (deaths, injuries, property, livelihoods, economic activity disrupted or environment damaged) resulting from interactions between natural or human-induced hazards and vulnerable conditions. Conventionally risk is expressed by the notation: Risk = Hazards x Vulnerability (UN/ISDR, 2004).

The combination of the probability of an event and its negative consequences.

*Comment: This definition closely follows the definition of the ISO/IEC Guide 73. The word “risk” has two distinctive connotations: in popular usage it usually placed on the concept of chance or possibility, such as in “the risk of an accident”; whereas in technical settings the emphasis is usually placed on the consequences, in terms of “potential losses” for some particular cause, place and period. It can be noted that people do not necessarily share the same perceptions of the significance and underlying causes of different risks.*

## Risk assessment

A methodology to determine the nature and extent of risk by analysing potential hazards and evaluating existing conditions of vulnerability that together could potentially harm exposed people, property, services, livelihoods and the environment on which they depend.

*Comment: Risk assessments (and associated risk mapping) include: a review of the technical characteristics of hazards such as their location, intensity, frequency and probability; the analysis of exposure and vulnerability including the physical social, health, economic and environmental dimensions; and the evaluation of the effectiveness of prevailing and alternative coping capacities in respect to likely risk scenarios. This series of activities is sometimes known as a risk analysis process.*

Also see HRVA above.

## Risk transfer

The process of formally or informally shifting the financial consequences of particular risks from one party to another whereby a household, community, enterprise or state authority will obtain resources from the other party after a disaster occurs, in exchange for ongoing or compensatory social or financial benefits provided to that other party.

*Comment: Insurance is a well-known form of risk transfer, where coverage of a risk is obtained from an insurer in exchange for ongoing premiums paid to the insurer. Risk transfer can occur informally within family and community networks where there are reciprocal expectations of mutual aid by means of gifts or credit, as well as formally where governments, insurers, -lateral banks and other large risk-bearing entities establish mechanisms to help cope with losses in major events. Such mechanisms include insurance and re-insurance contracts, catastrophe bonds, contingent credit facilities and reserve funds, where the costs are covered by premiums, investor contributions, interest rates and past savings, respectively.*

## Structural and non-structural measures

Structural measures (**Hard Mitigation**): Any physical construction to reduce or avoid possible impacts of hazards, or application of engineering techniques to achieve hazard- resistance and resilience in structures or systems;

Non-structural measures (**Non-Structural Mitigation**): Any measure not involving physical construction that uses knowledge, practice or agreement to reduce risks and impacts, in particular through policies and laws, public awareness raising, training and education.

*Comment: Common structural measures for disaster risk reduction include dams, flood levies, ocean wave barriers, earthquake-resistant construction, and evacuation shelters. Common non-structural included building codes, land use planning laws and their enforcement, research and assessment, information resources, and public awareness programmes. Note that in civil and structural engineering, the term “structural” is used in a more restricted sense to mean just*

*the load-bearing structure, with other parts such as wall cladding and interior fittings being termed non-structural.*

## Vulnerability

The characteristics and circumstances of a community, system or asset that make it susceptible to the damaging effects of a hazard.

*Comment: There are many aspects of vulnerability, arising from various physical, social, economic, and environmental factors. Examples may include poor design and construction of buildings, inadequate protection of assets, lack of public information and awareness, limited official recognition of risks and preparedness measures, and disregard for wise environmental management. Vulnerability varies significantly within a community and over time. This definition identifies vulnerability as a characteristic of the element of interest (community, system or asset) which is independent of its exposure. However, in common use the word is often used more broadly to include the element’s exposure.*

**OBILIBI**

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