Avian & Human Influenza and Humanitarian Action

Geneva, Palais des Nations, Room XXV

22-24 February 2006

<u>Glossary</u>[1]

- ➤ **Acceptable risk.** The level of loss a society or community considers acceptable given existing social, economic, political, cultural, technical and environmental conditions. In engineering terms, acceptable risk is also used to assess structural and non-structural easures undertaken to reduce possible damage at a level which does not harm people and property, according to codes or "accepted practice" based, among other issues, on a known probability of hazard. Source: International Strategy for Disaster Reduction webpage

- ➤ **Activation.** The implementation of business continuity procedures, activities and plans in response to a Business Continuity Emergency, Event, Incident and/or Crisis (E/I/C). Source: Business Continuity Glossary

- ➤ **Alert.** A formal notification that an E/I/C has occurred which may develop into a Business Continuity Management or Crisis Management invocation. Source: Business Continuity Glossary

- ➤ **Asset.** An item of property and/or component of a business activity/process owned by an organization. There are three types of asset: physical assets (e.g. buildings and equipment); financial assets (e.g. currency, bank deposits and shares) and non-tangible assets (e.g. goodwill, reputation). Source: Business Continuity Glossary

- ➤ **Business Continuity Management (BCM).** A holistic management process that identifies potential impacts that threaten an organization and provides a framework for building resilience with the capacity for an effective response that safeguards that interests of its key stakeholders, reputation, brand and value creating activities. Source: Business Continuity Glossary

- ➤ **Business Continuity Management Plan.** A clearly defined and documented plan for use at the time of Business Continuity Emergency, Event, Incident and/or Crisis (E/I/C). Typically a plan will cover all the key personnel, resources, services and actions required to manage the BCM process. Source: Business Continuity Glossary

- ➤ **Business Continuity Management Planning.** The advance planning and preparations that are necessary to identify the impact of potential losses; to formulate and implement viable recovery strategies; to develop recovery plan(s) which ensure continuity of organizational services in the event of an E/I/C; and to deliver a comprehensive training, testing and maintenance programme. Source: Business Continuity Glossary

- ➤ **Business Continuity Plan (BCP).** A clearly defined and documented plan. Source: Business Continuity Glossary

- ➤ **Business Continuity Management Process.** A set of activities/process with defined outcomes, deliverables and evaluation criteria that form a distinct part of the BCM lifecycle. Source: Business Continuity Glossary

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[1] This is a tentative Glossary that has been compiled to facilitate discourse at the 22-24 February meeting

- ➤ **Capacity.** A combination of all the strengths and resources available within a community, society or organization that can reduce the level of risk, or the effects of a disaster. Capacity may include physical, institutional, social or economic means as well as skilled personal or collective attributes such as leadership and management. Capacity may also be described as capability. Source: International Strategy for Disaster Reduction webpage

- ➤ **Capacity building.** Efforts aimed to develop human skills or societal infrastructures within a community or organization needed to reduce the level of risk. In extended understanding, capacity building also includes development of institutional, financial, political and other resources, such as technology at different levels and sectors of the society. Source: International Strategy for Disaster Reduction webpage

- ➤ **Command, Control and Co-ordination.** A crisis Management process: Command means the authority for an organization or part of an organization to direct the actions of it own resources (both personnel and equipment). Control means the authority to direct strategic, tactical and operational operations in order to complete an assigned function and includes the ability to direct the activities of others engaged in the completion of that function i.e the crisis as a whole or a function within the crisis management process. The control of an assigned function also carries with it the responsibility for health and safety of those involved. Co-ordination means the harmonious integration of the expertise of all agencies/roles involved with the objective of effectively and efficieantly bringing the crisis to a successful conclusion. Source: Business Continuity Glossary

- ➤ **Command Centre (CC).** The facility used by a Crisis Management Team after the first phase of a Business Continuity E/I/C. An organization must have a primary and secondary location for a command center in the event of one being unavailable. It may also serve as a reporting point for deliveries, services, press and all external contacts. Source: Business Continuity Glossary

- ➤ **Contingency.** A specific situation or event that could occur in the foreseeable future. Usually based on risk and threat analysis applied to existing programmes and operations e.g. education programmes affected by school closures during a pandemic, or, food supplies to urban populations disrupted by closure of markets etc. Each will require its own contingency plan for a given scenario. Source: UN System Planning and Pandemic Preparedness Guidelines DRAFT

- ➤ **Contingency Planning:** A management tool used to ensure that adequate arrangements are made in anticipation of a crisis. This is achieved primarily through engagement in a planning process leading to a plan of action, together with follow-up actions. Source: OCHA Glossary of Humanitarian Terms

- ➤ **Contingency planning** The process of establishing programme objectives, approaches and procedures to respond to situations or events that are likely to occur, including identifying those events and developing likely scenarios and appropriate plans to prepare and respond to them in an effective manner. Source: Inter-Agency Contingency Planning Guidelines for Humanitarian Assistance

- ➤ **Contingency prioritization.** The process of selecting contingencies for planning purposes. Source: UN System Planning and Pandemic Preparedness Guidelines DRAFT

- ➤ **Coping capacity.** The means by which people or organizations use available resources and abilities to face adverse consequences that could lead to a disaster. *In general, this involves managing resources, both in normal times as well as during crises or adverse conditions. The strengthening of coping capacities usually builds resilience to withstand the effects of natural and human-induced hazards.* Source: International Strategy for Disaster Reduction webpage

➢ **Corporate Risk.** A category of risk management that looks at ensuring an organization meets its corporate governance responsibilities takes appropriate actions and identifies and manages emerging risks. Source: Business Continuity Glossary

➢ **Counter measures.** All measures taken to counter and reduce disaster risk. They most commonly refer to engineering (structural) measures but can also include non-structural measures and tools designed and employed to avoid or limit the adverse impact of natural hazards and related environmental and technological disasters. Source: International Strategy for Disaster Reduction webpage

➢ **Crisis.** A critical event, which, if not handled in an appropriate manner, may dramatically impact an organization's profitability, reputation, or ability to operate. Source: Disaster Recovery Journal

➢ **Crisis Management.** The overall coordination of an organization's response to a crisis, in an effective, timely manner, with the goal of avoiding or minimizing damage to the organization's profitability, reputation, or ability to operate. Source: Disaster Recovery Journal

➢ **Crisis Management Team.** A crisis management team will consist of key executives as well as key role players (i.e. media representative, legal counsel, facilities manager, disaster recovery coordinator, etc.) and the appropriate business owners of critical organization functions. Source: Disaster Recovery Journal

➢ **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. *A disaster is a function of the risk process. It results from the combination of hazards, conditions of vulnerability and insufficient capacity or measures to reduce the potential negative consequences of risk.* Source: International Strategy for Disaster Reduction webpage

➢ **Disaster risk management.** The systematic process of using administrative decisions, organization, operational skills and capacities to implement policies, strategies and coping capacities of the society and communities to lessen the impacts of natural hazards and related environmental and technological disasters. This comprises all forms of activities, including structural and non-structural measures to avoid (prevention) or to limit (mitigation and preparedness) adverse effects of hazards. Source: International Strategy for Disaster Reduction webpage

➢ **Disaster risk reduction.** 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. *The disaster risk reduction framework is composed of the following fields of action, as described in ISDR's publication 2002 "Living with Risk: a global review of disaster reduction initiatives", page 23:*

- *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 organisational, 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.*

Source: International Strategy for Disaster Reduction webpage

- ➢ **Early Warning.** The provision of timely and effective information, through identified institutions, that allows individuals exposed to a hazard to take action to avoid or reduce their risk and prepare on effective response. *Early warning systems include a chain of concerns, namely: understanding and mapping the hazard; monitoring and forecasting impending events; processing and disseminating understandable warnings to political authorities and the population, and undertaking appropriate and timely actions in response to the warnings.* Source: International Strategy for Disaster Reduction webpage

- ➢ **Emergency Management.** The organization and management of resources and responsibilities for dealing with all aspects of emergencies, in particularly preparedness, response and rehabilitation. *Emergency management involves plans, structures and arrangements established to engage the normal endeavours of government, voluntary and private agencies in a comprehensive and coordinated way to respond to the whole spectrum of emergency needs. This is also known as disaster management.* Source: International Strategy for Disaster Reduction webpage

- ➢ **Emergency Preparedness** Actions taken in anticipation of an emergency to facilitate rapid, effective and appropriate response to the situation. Source: Inter-Agency Contingency Planning Guidelines for Humanitarian Assistance

- ➢ **Epidemic.** In epidemiology, an epidemic is a disease that appears as new cases in a given human population, during a given period, at a rate that substantially exceeds what is "expected" based on recent experience (the number of new cases in the population during a specified period of time is called the "incidence rate"). An epidemic may be restricted to one local (an outbreak), more general (an "epidemic") or even global (pandemic). An epizootic is the equivalent for a nonhuman population. UN System Planning and Pandemic Preparedness Guidelines DRAFT

- ➢ **Epizootic.** An epizootic is the nonhuman equivalent of an epidemic, meaning that large numbers of animals are infected with a disease. As in epidemics, high population density is a major contributing factor to epizootics. Due to the pathogens specificity to a host, the risk to humans and other non-target species in the environment is usually minimal, though this is not the case for some types of avian influenza. UN System Planning and Pandemic Preparedness Guidelines DRAFT

- ➢ **Hazard.** A possible threat or source of exposure to injury, harm or loss, e.g. conflict, natural Phenomena. Source: Inter-Agency Contingency Planning Guidelines for Humanitarian Assistance

- ➢ **Hazard analysis.** Identification, studies and monitoring of any hazard to determine its potential, origin, characteristics and behaviour. Source: International Strategy for Disaster Reduction webpage

- ➢ **Humanitarian Operating Environment:** A key element for humanitarian agencies and organizations when they deploy, consists of establishing and maintaining a conducive humanitarian operating environment, sometimes referred to as "**humanitarian space**". The perception of adherence to the key operating principles of neutrality and impartiality in humanitarian operations represents the critical means by which the prime objective of ensuring that suffering must be met wherever it is found, can be achieved. Consequently, maintaining a clear distinction between the role and function of humanitarian actors from that of the military is the determining factor in creating an operating environment in which humanitarian nalysing ons can discharge their responsibilities both effectively and safely. Sustained humanitarian access to the affected population is ensured when the receipt of humanitarian assistance is not conditional upon the allegiance to or support to parties involved in a conflict but is a right independent of military and political action. Source: OCHA Glossary of Humanitarian Terms

- ➢ **HPAI. Highly Pathogenic Avian Influenza** (HPAI). The disease currently causing an epizootic amongst birds, and a potential cause of a human pandemic. UN System Planning and Pandemic Preparedness Guidelines DRAFT

> ➢ **LEMA.** Local Emergency Management Authority. Title, composition and authority may vary from country to country. They are normally led by civilian authorities but can also include members of the armed forces, police, interior ministry, health and other emergency services. Source: UN System Planning and Pandemic Preparedness Guidelines DRAFT

> ➢ **Level of Business Continuity.** The minimum level of business continuity of services and/or products that is acceptable to the organization or industry to achieve its business objectives that may be influenced or dictated by regulation or legislation. Source: Business Continuity Glossary

> ➢ **Mitigation.** Structural and non-structural measures undertaken to limit the adverse impact of natural hazards, environmental degradation and technological hazards. Source: International Strategy for Disaster Reduction webpage

> ➢ **Natural Hazards.** Natural processes or phenomena occurring in the biosphere that may constitute a damaging event. *Natural hazards can be classified by origin namely: geological, hydrometeorological or biological. Hazardous events can vary in magnitude or intensity, frequency, duration, area of extent, speed of onset, spatial dispersion and temporal spacing.* Source: International Strategy for Disaster Reduction webpage

> ➢ **NDMC.** National Disaster Management Centers. As used by some countries in Asia. UN System Planning and Pandemic Preparedness Guidelines DRAFT

> ➢ **Pandemic.** A pandemic, or global epidemic, is an outbreak of a human infectious disease that affects people over an extensive geographical area (from Greek pan all + demos people.). UN System Planning and Pandemic Preparedness Guidelines DRAFT

> ➢ **Panzootic.** Equivalent to a pandemic for an animal disease e.g. Avian Influenza panzootic. UN System Planning and Pandemic Preparedness Guidelines DRAFT

> ➢ **Pathogenic.** Capable of causing disease. UN System Planning and Pandemic Preparedness Guidelines DRAFT

> ➢ **Planning Assumptions.** The key elements of a scenario that form the basis for developing a contingency plan (for example, projected caseloads) Source: Inter-Agency Contingency Planning Guidelines for Humanitarian Assistance

> ➢ **Preparedness Capacity**: the measures taken to prepare for and reduce the effects of emergencies; that is to predict and – where possible – prevent them, mitigate their impact on vulnerable population, and respond to and effectively cope with their consequences Source: Humanitarian Response Review/Red Cross/Red Crescent Movement.

> ➢ **Response Capacity**: The capability and means of a humanitarian entity or entities to individually or collectively deliver effective, timely, rapid and quality assistance to populations in need. Source: Humanitarian Response Review.

> ➢ **Risk.** An evaluation of the probability of occurrence and the magnitude of the consequences of any given hazard, i.e. how likely is a hazard and what consequences will it have? Source: Inter-Agency Contingency Planning Guidelines for Humanitarian Assistance

> ➢ **Risk Analysis.** The systematic process of identifying the nature and causes of risks by nalysing potential hazards and evaluating existing conditions of vulnerability, and of assessing the likely impact and probability of those risks occurring. Source: Business Continuity Glossary

- ➢ **Risk Mitigation.** Implementation of measures to deter specific threats to the continuity of business operations, and/or respond to any occurrence of such threats in a timely and appropriate manner. Source: Disaster Recovery Journal

- ➢ **Scenario.** An account or synopsis of a possible course of events that could occur, which forms the basis for planning assumptions (for example, a river floods, covering a nearby town and wiping out the local population's crop). Source: Inter-Agency Contingency Planning Guidelines for Humanitarian Assistance

- ➢ **Scenario-building.** The process of developing hypothetical scenarios in the context of a contingency planning exercise. Source: Inter-Agency Contingency Planning Guidelines for Humanitarian Assistance

- ➢ **Trigger.** An event, condition or indicator that sparks off a disaster (or a set of actions). UN System Planning and Pandemic Preparedness Guidelines DRAFT

- ➢ **Zoonosis.** Zoonosis is any infectious disease that may be transmitted to humans from other animals, both wild and domestic. UN System Planning and Pandemic Preparedness Guidelines DRAFT

Sources:

1. Business Continuity Glossary,
   Available : http ://www.thebci.org/Glossary.pdf

2. OCHA Glossary of Humanitarian Terms,
   Available : http ://www.reliefweb.int/rw/lib.nsf/db900SID/LHON-64UHAE/$FILE/OCHA_Glossary_2004.pdf ?OpenElement

3. Disaster Recovery Journal
   Available: http://www.drj.com/glossary/drjglossary.html

4. Humanitarian Response Review
   Available: http://www.reliefweb.int/library/documents/2005/ocha-gen-02sep.pdf

5. Inter-Agency Contingency Planning Guidelines for Humanitarian Assistance
   Available : http ://www.fews.net/resources/gcontent/pdf/1000285.pdf

6. UN System Planning and Pandemic Preparedness Guidelines DRAFT
   These definitions are taken from the IASC and WFP contingency planning guidelines, WHO and FAO.

7. International Strategy for Disaster Reduction webpage
   Available : http ://www.unisdr.org/eng/library/lib-terminology-eng%20home.htm