



Iowa CERT Support Committee

Standard Definitions

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This revision shall supersede all previous versions of this document.

Purpose and Scope:

To establish standard definitions and identification method of documents created by the committee.

Definitions:

This section lists the standard definitions of some terms that will be used in various committee documents.

Term	Definition
Best Practice	A procedure that has been shown by research and experience to produce optimal results and that is established or proposed as a standard suitable for widespread adoption.
Citizens Corps	January 2002, the President of the United States launched Citizen Corps, to capture the spirit of service that emerged throughout our communities. The mission of Citizen Corps is to harness the power of every individual through education, training, and volunteer service to make communities safer, stronger, and better prepared to respond to the threats of terrorism, crime, public health issues, and disasters of all kinds.
Community Emergency Response Team (CERT)	CERT program educates volunteers about disaster preparedness for the hazards that may impact their area and trains them in basic disaster response skills, such as fire safety, light search and rescue, team organization, and disaster medical operations. CERT offers a consistent, nationwide approach to volunteer training and organization that professional responders can rely on during disaster situations, allowing them to focus on more complex tasks.
Federal Emergency Management Agency (FEMA)	United States federal agency. FEMA mission is to support the citizens and first responders to promote that as a nation we work together to build, sustain, and improve our capability to prepare for, protect against, respond to, recover from, and mitigate all hazards.
Guideline	A guide or indication of a future course of action.
Iowa Department of Homeland Security and Emergency Management (HSEMD)	State of Iowa Agency. HSEMD Mission: Lead, coordinate, and support homeland security and emergency management functions in order to establish sustainable communities and ensure economic opportunities for Iowa and its citizens.

Term	Definition
Iowa Disaster Human Resource Council (IDHRC)	The IDHRC is a 501(c)3 Non-Profit, Charitable Organization established by the Iowa Department of Homeland Security and Emergency Management in 2001 at the request of the Iowa Emergency Management Association. IDHRC brings together faith-based, voluntary and government organizations active in disaster services to foster a more effective response and recovery for the people of Iowa in times of disaster.
May	The word ‘may’ dictates a desirable characteristic. Characteristics identified by the word ‘may’ can be implemented at the discretion of the design team.
May Not	The term ‘may not’ dictates characteristic that is desirable to not occur. Characteristics identified by the term ‘may not’ can be implemented at the discretion of the design team but it is not desirable.
Policy	Definite course or method of action selected from among alternatives and in light of given conditions to guide and determine present and future decisions. Establishes, identifies and defines acceptable work practices, courses of action or conduct, for members.
Procedure	Particular way established or official way of accomplishing something.
Sample	A representative item shown as evidence of quality example. An example serves as a pattern to be imitated.
Shall	The word ‘shall’ dictates an absolute requirement. Any sentence containing the word ‘shall’ represents a firm requirement.
Shall Not	The term ‘shall not’ dictates an absolute requirement of something that cannot occur. Any sentence containing the term ‘shall not’ represents a firm requirement.
Should	The word ‘should’ dictates a highly desirable characteristic. Any sentence containing the word ‘should’ represents a design goal.
Should Not	The term ‘should not’ dictates characteristic that is highly desirable to not occur. Any sentence containing the term ‘should not’ represents a design characteristic not desired in a design.
Strawman	A brainstormed sample draft proposal intended to generate discussion of its disadvantages and to provoke the generation of new and better proposals

Approval and Revision History

Approved By	Rev	Description
C. R. Franzen	10-05-2020	Initial Release