EMERGENCY PARTNER CREDENTIALING SYSTEM

Ohio Homeland Security
WHAT IS THE EMERGENCY PARTNER CREDENTIALING SYSTEM (EPCS)?

EPCS is a nationally unique system that provides state-issued documentation to eligible personnel of organizations aiding communities struck by disaster.

Housed in Ohio Homeland Security’s Communication Information Management System (CIMS).

Initiated by Ohio Homeland Security (OHS) and launched January 1st, 2016.
The Emergency Partner Credentialing System (EPCS) was created in the hopes of benefiting our Ohio Public Private Partners (OP3).

It is offered at no cost to the user, and the only requirement to utilize the system is that the agency/organization must be an OP3 member.
WHAT ARE CREDENTIALS?

Credentials are documentation linked to a specific person, giving them access to emergencies/disasters; whether that is to provide aid or perform job duties.

The unique document number on the credential allows law enforcement to verify a person’s identity utilizing the Law Enforcement Automated Data System (LEADS).
There are two types of EPCS credentials, Emergency Specific and Multi-Emergency.

The major difference is that one gives the personnel access to only one specific emergency, whereas the other gives the personnel access to any emergency in the state.

The idea is that as emergencies happen, specific personnel can be credentialed to respond accordingly. However, if an organization’s staff is small in numbers or if the job duties require personnel to enter into multiple counties/events, a Multi-Emergency Credential may be appropriate.
Emergency Specific Credentials are available for assignment after an emergency has been declared and posted.

They give an organization’s personnel access to the specific posted emergency only.

This credential expires after 7 days.
Multi-Emergency Credentials must be credentialed in advance due to the timing of the approval process.

This credential gives personnel access to any emergency across the state. Therefore it requires a longer vetting procedure.

This credential expires after 6 months.
The Emergency Specific Credentials can be issued to personnel directly by the organization’s local administrators.

Each agency can have 1 primary administrator and 5 secondary administrators. Local administrators are assigned these positions on CIMS.

The Multi-Emergency Credentials can be requested by the organization’s local administrators and be approved by OHS.
The Communication & Information Management System (CIMS) is Ohio Homeland Security’s password-protected and secure information dissemination tool.

CIMS allows agencies to be in-the-know when it comes to information in Ohio. The information an agency sees depends on the sector the agency belongs to on CIMS.

EPCS is hosted as a portal in CIMS, therefore local administrators are required to have an active CIMS account to issue credentials.
When an emergency is issued, the Director of Ohio Homeland Security will be notified.

At this point, the Director of Ohio Homeland Security will request that the emergency be posted to EPCS.

Once an active emergency is posted to EPCS, local administrators are notified by email. At this point they can log into their CIMS account and begin assigning Emergency Specific Credentials.
Once a credential has been assigned, your personnel will receive an email containing an Adobe PDF file of the credential.

The personnel will also receive a notification via text message that they have been assigned an active credential and reminds them to check their email.

Personnel can choose to print a hard copy or save as an image on their mobile device.
WHAT DO THE CREDENTIALS LOOK LIKE?

Emergency Specific Credential

Emergency Partner Credentialing System (EPCS)

Emergency Specific Personnel and Vehicle Credential

Document No. 2015AAA9909999
Organization: CARDINAL HEALTH

NAME: Hutchinson
LAST: Hutchinson
STATE ID/DL NUMBER: RP3322551
FIRST: Charles
MI: T
ISSUE STATE: Ohio

EVENT DESCRIPTION: Disaster cleanup and recovery from possible tornado event on 8/28/15.

LOCATION: Xenia, Greene County

VEHICLE INFORMATION

MAKE: Ford
MODEL: Transit
LICENSE PLATE NUMBER: AAA 0000
YEAR: 2014
ISSUE STATE: Ohio

DISASTER TYPE: Tornado

Law Enforcement Personnel:
- Able to validate these credentials through LEADS prior to granting access;
- State ID/DL should match the bearer of this document;
- Has ultimate discretion to permit entry.

For questions about this credential, contact (614) 799-6633 24/7

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WHAT DO THE CREDENTIALS LOOK LIKE?

Multi-Emergency Credential
WHAT ABOUT SNOW EMERGENCIES?

Credentials can be used by eligible personnel for work related travel during a winter weather emergency. They are to be limited to those whose functions are vital to business operations.

Emergency Specific or Multi-Emergency credentials are eligible for use during a snow emergency.

This feature is only offered to OP3 agencies that belong to one of the following six vital sectors:

1. Healthcare
2. Water/Wastewater
3. Energy
4. Transportation
5. Chemical
6. Communication
WHAT DOES EPCS LOOK LIKE?

- The Personnel Homepage.
- Personnel can be added one at a time or by bulk upload.
- It will show all active personnel and if they have any credentials assigned.
- Editing and deactivating personnel can be done by clicking the pencil icon.
On the Personnel Homepage, the “Active Credential(s)” column depicts how many active credentials each personnel has.

Selecting the number will take local administrators to a page that allows them to view personnel information, active credentials, and email each credential to the personnel.
SELECTING ACTIVE CREDENTIAL(S)

- This page shows all active credentials for a personnel, and gives the local administrators three options:

1) **Details** – Allows local administrators to check the information displayed on the credential. The ability to deactivate the credential is also displayed here.

2) **View** – Allows local administrators to look at and save a copy of a personnel’s credential for future use.

3) **Email** – Allows local administrators to manually re-send the email containing the credential to the personnel to which the credential is assigned.
# HOW TO ADD PERSONNEL TO EPCS

- Individual
- Bulk Upload

## Individual

**CIMS - Emergency Partner Credentialing System (EPCS)**

**ADD NEW Personnel**

- **Company Name:** Select

**Personnel Information**

- **First Name:**
- **Middle Initial:** (1 character only)
- **Last Name:**
- **Job Title:** (No Abbreviations)
- **State ID/DL Number:**
- **Issue State:**
- **Phone:** (XXX)-XXX-XXXX
- **Email:**

**Vehicle Information**

- **Make:**
- **Model:**
- **Year:** (YYYY)
- **License Plate Number:**
- **Issue State:**

**Check if using a Rental or Fleet Vehicle:**

- **Rental or Fleet Vehicle:**

**Save Personnel**

**Click for Emergency Specific Homepage**

## Bulk Upload

**CIMS - Emergency Partner Credentialing System (EPCS)**

**BULK UPLOAD PERSONNEL PAGE**

1. Please submit your personnel list using the following CSV file template. (Click Here for the template)
2. All fields in below table must be provided in the same order. Leave blank if you are not providing data for a given field.
3. State ID/Driver’s License and Email should not be duplicated between two personnel.

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Type</th>
<th>Description and Format</th>
<th>Maximum Size</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Name</td>
<td>Text</td>
<td>The first name of the person</td>
<td>Required 30</td>
</tr>
<tr>
<td>Middle Initial</td>
<td>Text</td>
<td>The middle initial of the person</td>
<td>Optional 1</td>
</tr>
<tr>
<td>Last Name</td>
<td>Text</td>
<td>The last name of the person</td>
<td>Required 30</td>
</tr>
<tr>
<td>Job Title</td>
<td>Text</td>
<td>The position or role of the person</td>
<td>Optional 40</td>
</tr>
<tr>
<td>State ID/DL Number</td>
<td>Text</td>
<td>The state issued driver’s license number of the person</td>
<td>Required 20</td>
</tr>
<tr>
<td>Issue State</td>
<td>Text</td>
<td>The state abbreviation for the above issued state issued driver’s license. Click Here to see a list</td>
<td>Required 2</td>
</tr>
<tr>
<td>Phone Number</td>
<td>Number</td>
<td>The primary phone number of the person</td>
<td>Required 16</td>
</tr>
<tr>
<td>Phone Carrier</td>
<td>Text</td>
<td>The carrier code for the person’s phone. Click Here to see a list</td>
<td>Required 4</td>
</tr>
<tr>
<td>Email Address</td>
<td>Text</td>
<td>The email address of the person</td>
<td>Required 100</td>
</tr>
<tr>
<td>Is Rental Or Fleet Vehicle</td>
<td>True/False</td>
<td>Does the person use a rental or fleet vehicle?</td>
<td>Required 5</td>
</tr>
<tr>
<td>Make</td>
<td>Text</td>
<td>The make of the vehicle. Required only if the person is not using rental Or Fleet vehicle</td>
<td>Conditional 16</td>
</tr>
<tr>
<td>Model</td>
<td>Text</td>
<td>The model of the vehicle. Required only if the person is not using rental Or Fleet vehicle</td>
<td>Conditional 16</td>
</tr>
<tr>
<td>Year</td>
<td>Number</td>
<td>The model year of the vehicle. Required only if the person is not using rental Or Fleet vehicle</td>
<td>Conditional 4</td>
</tr>
<tr>
<td>License Plate Number</td>
<td>Text</td>
<td>The license plate number of the vehicle. Required only if the person is not using rental Or Fleet vehicle</td>
<td>Conditional 20</td>
</tr>
<tr>
<td>Issue State</td>
<td>Text</td>
<td>The state abbreviation for the state that issued the plate. Required only if the person is not using rental Or Fleet vehicle Click Here to see a list</td>
<td>Conditional 2</td>
</tr>
</tbody>
</table>

**Select File:**

- **Browse**
- **Bulk Upload Personnel**

**Back To Personnel Homepage**

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If an individual terminates employment, it is the local administrators responsibility to remove them from the system.

Do this by simply selecting “Deactivate This Personnel.”
• Select “Credential(s)” for the emergency you would like to send personnel.
HOW TO ASSIGN AN EMERGENCY SPECIFIC CREDENTIAL

- After selecting “Credential(s)” it will open this page.
- Select the appropriate personnel from the drop down menu and click “Assign Credential.”
  - Personnel with active Multi-Emergency Credentials will not appear in this drop down menu
HOW TO ASSIGN A MULTI-EMERGENCY CREDENTIAL

- The Multi-Emergency Credentials homepage.
- Select “Assign Credential.”
- For reference, all MEC’s assigned to your personnel, including inactive credentials, will show here.
• Select the personnel to credential from the drop down box.

• Provide a justification for the need of this credential.
  - This could be that they are essential to the operation of your agency and in the event of a snow emergency needs to report to work.
  - Or they are the outreach coordinator and would be reporting to any emergency event in the state on behalf of your agency.
Questions?

Ohio Homeland Security
CIMS Hotline – 1-844-647-2467

CIMS Administrators:
Kara Robb – klrobb@dps.ohio.gov
Janet Ford – jyford@dps.ohio.gov

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