

# 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 1<sup>st</sup>, 2016.

# WHO CAN USE IT?

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).

# TYPES OF CREDENTIALS

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

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

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.

# WHO CREDENTIALS THE PERSONNEL?

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.

# WHAT IS CIMS?

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.

# HOW ARE EMERGENCIES POSTED AND COMMUNICATED?

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.

# HOW DO YOUR PERSONNEL RECEIVE 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. **2015AAA999999** Date of Issue: **07/01/2015**  
Organization: **CARDINAL HEALTH** Date of Expiration: **07/08/2015**

<b>NAME</b>	<b>STATE ID/DL NUMBER:</b> RP3322551	<b>EVENT DESCRIPTION:</b>	Disaster cleanup and recovery from possible tornado event on 6/28/15.
LAST: Hutchinson	ISSUE STATE: Ohio	<b>LOCATION:</b>	Xenia, Greene County
FIRST: Charles MI: T		<b>DISASTER TYPE:</b>	Tornado

**VEHICLE INFORMATION**

<b>MAKE:</b> Ford	<b>LICENSE PLATE NUMBER:</b> AAA 0000
<b>MODEL:</b> Transit	<b>ISSUE STATE:</b> Ohio
<b>YEAR:</b> 2014	

**EMERGENCY SPECIFIC**

**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.

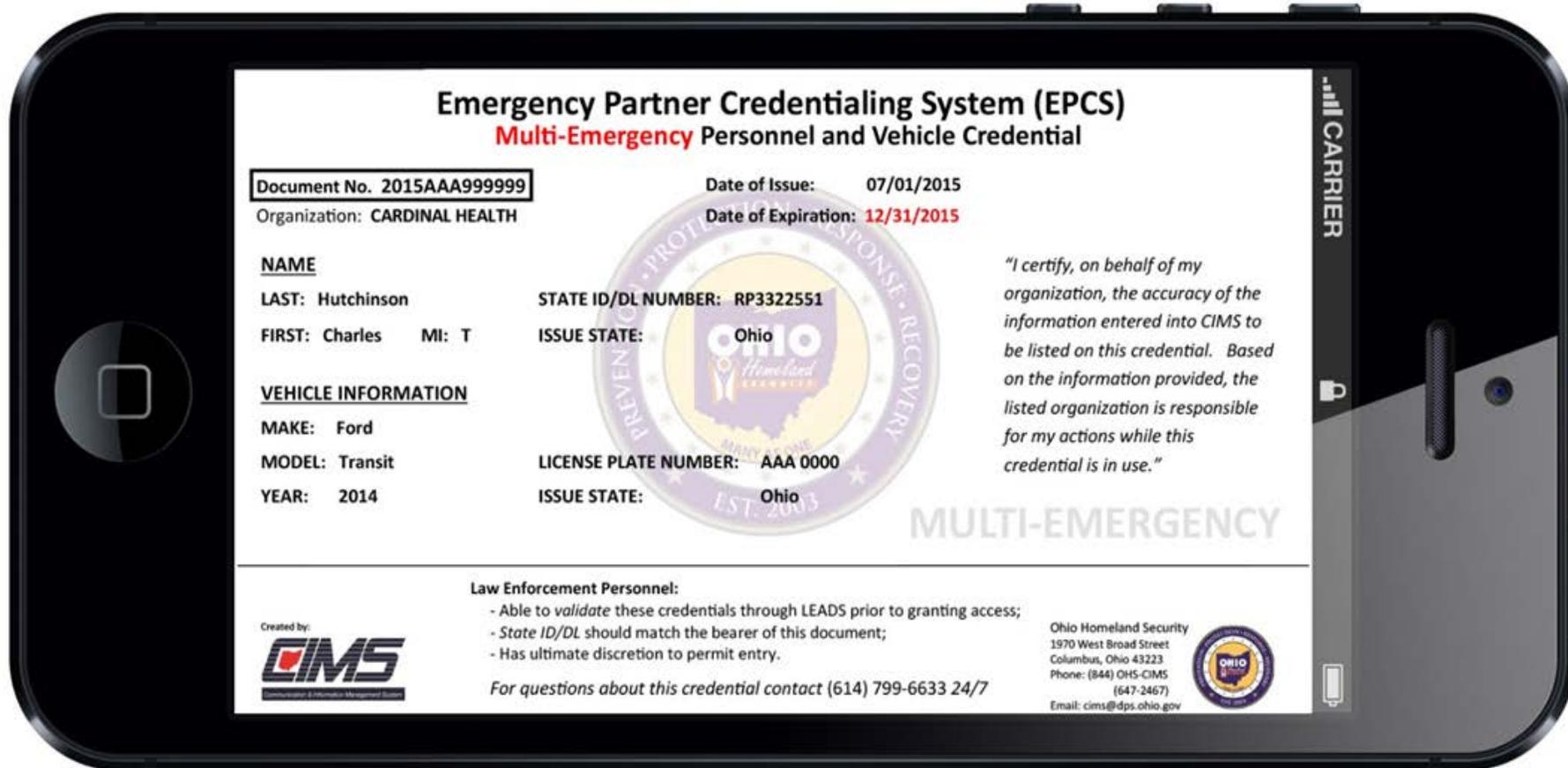
Created by:  **CIMS**  
Communications & Incident Management System

Ohio Homeland Security  
1970 West Broad Street  
Columbus, Ohio 43223  
Phone: (844) OHS-CIMS (647-2467)  
Email: cims@dps.ohio.gov

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

# 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?

## CIMS - Emergency Partner Credentialing System (EPCS)

### PERSONNEL HOMEPAGE

- To Add an individual, select the "Add Personnel" button.
- To Bulk Load Personnel from a CSV file, select the "Bulk Upload" button.
- To Edit/Deactivate an individual, click on the pencil icon next to their name

Add Personnel

Bulk Upload Personnel

### Existing Personnel

Company	First Name	MI	Last Name ▲	Status	Active Credential(s)	Edit
Nationwide Children's Hospital	Barb		[REDACTED]	Active	1	
Columbus Crew SC / Mapfre Stadium	Weston	L	[REDACTED]	Active	0	
Ashland Co Sheriff's Office	William	A	[REDACTED]	Active	0	
American Radio Relay League - Ohio Section	Gordon	S	[REDACTED]	Active	1	
Midwest Air Traffic Control Service, Inc.	Deral	R	[REDACTED]	Active	0	
Speedway, LLC.	Randy	T	[REDACTED]	Active	0	
Columbiana County EMA	Margaret (Peggy)	E	[REDACTED]	Active	1	
Midwest Air Traffic Control Service, Inc.	Bret	A	[REDACTED]	Active	0	
Test Company	John		[REDACTED]	Active	0	
Test Company	Jane		[REDACTED]	Active	0	

1 2 3 4 5

Personnel : (49)

### Search For Personnel.

Company Name: All

First Name: [input field]

Last Name: [input field]

Status:  Active  Inactive  All

Search [input field] Clear [input field]

Export To Excel

Click for Emergency Specific Homepage

- 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.

# SELECTING ACTIVE CREDENTIAL(S)

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

**PERSONNEL HOMEPAGE**

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[Add Personnel](#) [Bulk Upload Personnel](#)

**Existing Personnel**

Company	First Name	MI	Last Name	Status	Active Credential(s)	Edit
Nationwide Children's Hospital	Barb		[REDACTED]	Active	1	[Pencil Icon]
Columbus Crew SC / Mapfre Stadium	Weston	L	[REDACTED]	Active	0	[Pencil Icon]
Ashland Co Sheriff's Office	William	A	[REDACTED]	Active	0	[Pencil Icon]
American Radio Relay League - Ohio Section	Gordon	S	[REDACTED]	Active	1	[Pencil Icon]
Midwest Air Traffic Control Service, Inc.	Deral	R	[REDACTED]	Active	0	[Pencil Icon]
Speedway, LLC.	Randy	T	[REDACTED]	Active	0	[Pencil Icon]
Columbiana County EMA	Margaret (Peggy)	E	[REDACTED]	Active	1	[Pencil Icon]
Midwest Air Traffic Control Service, Inc.	Bret	A	[REDACTED]	Active	0	[Pencil Icon]
Test Company	John		[REDACTED]	Active	0	[Pencil Icon]
Test Company	Jane		[REDACTED]	Active	0	[Pencil Icon]

1 2 3 4 5

Personnel : (49)

**Search For Personnel.**

Company Name: All

First Name: [Text Box]

Last Name: [Text Box]

Status:  Active  Inactive  All

[Search](#) [Clear](#)

[Export To Excel](#) [Click for Emergency Specific Homepage](#)

- 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)

PERSON CREDENTIALS HOMEPAGE

**Personnel Information**

Name	David Cook
Company:	Kroger Company
Status:	Active

 Click on the 'Details' button to Deactivate an active credential.

**Currently Assigned Credentials**

Document No	Location	Disaster Type	Emergency Description	Issued Date			
2016EPCS-0000004	Columbus	Winter Weather	level 3 snow emergency in Columbus	3/4/2016	<a href="#">Details</a>	<a href="#">View</a>	<a href="#">Email</a>

Total Credentials: (1)

[Back To Personnel Homepage](#)

 Search for Credentials.

Status:  Active  Inactive

[Export To Excel](#)

1 2 3

- 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

## CIMS - Emergency Partner Credentialing System (EPCS)

### ADD PERSONNEL

Company Name:

#### Personnel Information

**\*** are required fields.

First Name:*	<input type="text"/>
Middle Initial:	<input type="text"/> ( 1 character only)
Last Name:*	<input type="text"/>
Job Title:	<input type="text"/> (No Abbreviations)
State ID/DL Number:*	<input type="text"/>
Issue State:*	<input type="text" value="Ohio"/>
Phone: *	<input type="text"/> (XXX)-XXX-XXXX
Phone Carrier: *	<input type="text" value="Select"/>
Email:*	<input type="text"/>

Check if using a Rental or Fleet Vehicle:

#### Vehicle Information

Make:	<input type="text"/>
Model:	<input type="text"/>
Year:	<input type="text"/> (YYYY)
License Plate Number:	<input type="text"/>
Issue State:	<input type="text" value="&lt;Select&gt;"/>

[Save Personnel](#)

[Click for Emergency Specific Homepage](#)

- Bulk Upload

## CIMS - Emergency Partner Credentialing System (EPCS)

### BULK UPLOAD PERSONNEL PAGE

Please submit your personnel list using the following CSV file template. [\(Click Here for the template\)](#)

All fields in below table must be provided in the same order. Leave blank if you are not providing data for a given field.

State ID/Driver's License and Email should not be duplicated between two personnel.

Company Name:

Field Name	Type	Description and Format		Maximum Size
First Name	Text	The first name of the person	Required	30
Middle Initial	Text	The middle initial of the person	Optional	1
Last Name	Text	The last name of the person	Required	30
Job Title	Text	The position or job role of the person	Optional	40
State ID/DL Number	Text	The state issued id/driver's license number of the person	Required	20
Issue State	Text	The state abbreviation for the above issued state issued id/driver's license. <a href="#">Click Here</a> to see a list	Required	2
Phone Number	Number	The primary phone number of the person	Required	10
Phone Carrier	Text	The carrier code for the person's phone. <a href="#">Click Here</a> to see a list	Required	4
Email Address	Text	The email address of the person	Required	100
Is rental Or fleet Vehicle?	True/False	Does the person use a rental or fleet vehicle?	Required	5
Make	Text	The make of the vehicle. Required only if the person is not using rental Or fleet vehicle	Conditional	30
Model	Text	The model of the vehicle. Required only if the person is not using rental Or fleet vehicle	Conditional	30
Year	Number	The model year of the vehicle. Required only if the person is not using rental Or fleet vehicle	Conditional	4
License plate number	Text	The license plate number of the vehicle. Required only if the person is not using rental Or fleet vehicle	Conditional	20
Issue State	Text	The state abbreviation for the state that issued the plate. Required only if the person is not using rental Or fleet vehicle <a href="#">Click Here</a> to see a list	Conditional	2

Select File:

[Browse...](#)

[Bulk Upload Personnel](#)

[Back To Personnel Homepage](#)

# HOW TO DELETE PERSONNEL

Information cannot be edited if credential is active.

**Personnel Information**

\* are required fields.

First Name:	David
Middle Initial:	<input type="text"/> (1 character only)
Last Name:	<input type="text"/>
Job Title:	<input type="text"/> (No Abbreviations)
State ID/DL Number:	DL02
Issue State:	Ohio
Phone:	(222) 222-2222 (xxx)-xxx-xxxx
Phone Carrier:	AT&T
Email:	dook@tesmail.com

Check if using a Rental or Fleet Vehicle:

**Vehicle Information**

Make:	Honda
Model:	Crv
Year:	2010 (yyy)
License Plate Number:	PLATE01
Issue State:	Ohio

**Status**

[Deactivate This Personnel](#)

Status:	Active
Number of Active Credentials:	0 (Click on the link to view the credentials)
Added By:	Pierce Bryant
Added Date:	1/25/2016
Modified By:	
Modified Date:	

[Save Personnel](#)

[Click for Emergency Specific 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."

# HOW TO ASSIGN AN EMERGENCY SPECIFIC CREDENTIAL

## CIMS - Emergency Partner Credentialing System (EPCS)

### EMERGENCY SPECIFIC HOMEPAGE

Click on the 'Credentials' button to distribute credentials for the selected emergency.

Location	Disaster Type	Description	Status	Issue	Active Credential(s)
Columbus	Winter Weather	level 3 snow emergency in Columbus	Active	Credential(s)	0
Dayton	Flooding	Dayton Flooding	Active	Credential(s)	0
Grandview (TEST)	Tornado	Tornado has hit Grandview and caused excessive infrastructure damage (TEST)	Active	Credential(s)	0
Woodstock	Winter Weather	Snow 42 inches. (TEST)	Active	Credential(s)	0

Total Emergencies: (4)

### Search for Emergency

Location  Month  Year

Disaster Type  Date

Status  Active  Inactive

- Select "Credential(s)" for the emergency you would like to send personnel.

# HOW TO ASSIGN AN EMERGENCY SPECIFIC CREDENTIAL

## CIMS - Emergency Partner Credentialing System (EPCS)

### ASSIGN EMERGENCY SPECIFIC CREDENTIAL

#### Emergency Information

Location	Columbus	<a href="#">View Active Credentials for this Emergency</a>
Disaster Type	Winter Weather	
Description	level 3 snow emergency in Columbus	
Status	Active	

 Select the personnel and click on the 'Assign Credential' button to send the credential.

 If personnel or vehicle information has changed, click 'Edit Personnel'.

Company Name:

Kroger Company

Personnel with no active credentials:

Smith, John

[Assign Credential](#)

#### Personnel Information

First Name:	John
Middle Initial:	
Last Name:	Smith
Position:	
State ID/DL Number:	DL01
Issued State:	Ohio
Phone:	(111) 111-1111
Email:	jsmith@testmail.com

Is Rental or Fleet Vehicle?

[Edit Personnel](#)

[Back to Emergency Specific Homepage](#)

- 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

## CIMS - Emergency Partner Credentialing System (EPCS)

### MULTI-EMERGENCY CREDENTIALS HOMEPAGE

 Click on the 'Assign Credential' button to distribute a credential for a selected personnel.

 Click on the 'Details' button to Deactivate an active credential.

[Assign Credential](#)

Awaiting Verification

### Currently Assigned Credentials

Company	First Name	Last Name ▲	Status	OHS Approval			
Kroger Company	Lauren	Parker	Inactive	Complete Approval	<a href="#">Details</a>	<a href="#">View</a>	<a href="#">Email</a>

Total Credentials: (1)

 Search For Credentials.

First Name:

Last Name:

Status:  All  Active  Inactive

Show Credentials:  ▼

[Search](#)

[Clear](#)

[Export To Excel](#)

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

# HOW TO ASSIGN A MULTI-EMERGENCY CREDENTIAL

**ASSIGN MULTI-EMERGENCY CREDENTIAL**

Select the personnel and click on the 'Assign Credential' button to submit the credential nomination to OHS.

Please note, the created credential can be distributed to the personnel only after OHS approval.

If personnel or vehicle information has changed, click 'Edit Personnel'.

Company Name:

Personnel with no active credentials:  [Edit Personnel](#)

**Personnel Information**

First Name:	David
Middle Initial:	
Last Name:	Cook
Position:	
State ID/DL Number:	DL02
Issued State:	Ohio
Phone:	(222) 222-2222
Email:	dcook@testmail.com

Is Rental or Fleet Vehicle?

**Vehicle Information**

Make:	Honda
Model:	Crv
Year:	2010
License Number:	PLATE01
License State:	Ohio

**Nomination**

Justification for Use: <i>*Please be specific as to how your job duties will require this credential for the critical operation of your organization.</i>	<div style="border: 1px solid gray; height: 80px; width: 100%;"></div> <p>(Maximum of 500 characters - <input type="text" value="500"/> characters left)</p>
Approval Status:	

[Assign Credential](#)

[Back to Credentials Homepage](#) [Back to Emergency Specific Homepage](#)

- 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](mailto:klrobb@dps.ohio.gov)

Janet Ford – [jyford@dps.ohio.gov](mailto:jyford@dps.ohio.gov)

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