

## EPCS Guide COVID-19

- In the event an emergency is declared in CIMS, Emergency Partner Credentialing System (EPCS) credentials are allotted to cleared OP3 Partners and their essential staff members. Credentials are emailed and/or texted to approved users. On the top left of each credential document is a document number, which can be validated in LEADS to determine authenticity.
- There are two types of credentials—Emergency-Specific Credentials and Multi-Emergency Credentials. Emergency-Specific Credentials are valid for seven days (**This has been extended to 45-days for COVID-19**). Multi-Emergency Credentials are valid for six months, and can be activated across multiple emergency declarations. Right now, CIMS has 175 valid Multi-Emergency Credentials.



- OP3 Local Administrators can add and edit personnel from their organization. The activation status (whether or not a person is able to be credentialed), is also displayed on the Personnel page. OP3 Local Administrators can also search for personnel that they have added by using the search box found at the bottom of the page. There is an “Export to Excel” option at the bottom of each page that allows OP3 Administrators to export personnel and emergency information for their specific use.
- In CIMS, OP3 Admins will find a list of pre-designated emergencies. Each emergency will have information that includes the location, the emergency type, and a basic description of the emergency. These are populated by the CIMS Administration. Please see Appendix A for a view of OP3 Administrator’s home screen.
- Once someone is assigned a credential for an emergency-specific disaster, they cannot be re-credentialed for the same disaster until the originally assigned credential expires. Only “Active” personnel can be assigned credentials. If someone is assigned a Multi-Emergency Credential, they cannot be assigned an Emergency Specific Credential on top of it.

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- Appendix A: OP3 Emergency Homepage--

**EMERGENCY SPECIFIC HOMEPAGE**

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

Location ▲	Disaster Type	Description	Status	Issue <b>B</b>
Batavia (TEST)	Flooding	Major flooding in residential areas. (TEST)	Active	<a href="#">Credentials</a>
Columbus (TEST)	Winter Weather	Columbus has received 14 inches of snow and has been issued a Level 3 snow emergency (TEST)	Active	<a href="#">Credentials</a>
Greater Columbus Area (TEST)	Winter Weather	10" of snow in Greater Columbus Area - High St. closed due to Snow (TEST)	Active	<a href="#">Credentials</a>
Middletown (TEST)	Flooding	The Great Miami River has flooded due to heavy rain, blocking State Route 73 East and West Bound. (TEST)	Active	<a href="#">Credentials</a>
Norwood (TEST)	Power Failure	A car accident has left the entire city (20,000 pop.) without power. (TEST)	Active	<a href="#">Credentials</a>

1 2

Total Emergencies: (9)

**C**  Search for Emergency

Location  Month  Year

Disaster Type  Date

Status  Active  Inactive

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

[Export To Excel](#) **D**

- A) Status Column** – Similar to the Personnel Homepage, the Emergency Homepage includes a “Status” column that shows whether or not the emergency is currently active. The activation status is determined by CIMS Administration. Your organization personnel can only be given credentials to active emergencies.
- B) Issue Column** – This column houses the “Credentials” button, which allows users to assign credentials to their personnel.
- C) Search for Emergency** – This search function allows users to search for specific emergencies, filtered by location, emergency type, date, activation status, or any combination of the above.
- D) Export to Excel** – This feature allows the user to export emergency data into excel format.