



Jefferson County - City of Port Townsend  
COMPREHENSIVE EMERGENCY MANAGEMENT PLAN



## Part 3: Emergency Operations Guide

### EOG 3.3.15 EMERGENCY RESPONDER IDENTIFICATION (ERID)

April 15, 2009

**NATIONAL INCIDENT MANAGEMENT (NIMS) REQUIREMENT** – For the purpose of NIMS, credentialing is the administrative process for validating personnel qualifications and providing authorization to perform specific functions and to have specific access to an incident involving mutual aid.

**BACKGROUND** – A standardized identification system, Emergency Responder Identification (ERID), has been established for Jefferson County emergency response personnel consistent with Washington State Homeland Security Region 2 requirements.

This process fulfills the NIMS resource management criterion and the need for uniformed and non-uniformed emergency response and support personnel to identify their agency relationship and their level of certification when they are involved in mutual aid operations.

#### IMPORTANT DEFINITIONS USED HERE –

- Credential – The physical identification card, along with the imprinted and electronically imbedded information which meets the specification identified here.
- Certification – Proof of successful completion, and currency, of an approved course of study or skill area verified by a recognized federal agency or certifying authority.
- Qualifications (qualified) – Minimum level of competency; may or may not be certified.

#### USES OF AN ERID CARD –

- Verifies affiliation with an emergency response agency
- Shows status (rank, grade or principal function) within the affiliation<sup>1</sup>
- Identifies applicable national level certifications, qualifications, and training (NIMS standards)
- As a basis for task assignment by the incident command of a regional incident
- May be used as the basis for access to certain restricted areas identified by the incident command agency
- Evidence of registration as an emergency worker as defined by WAC 118-04 if applicable (volunteers, except fire and law volunteers)

**LOCAL CREDENTIAL COORDINATING AGENCY** – The Department of Emergency Management will issue ERID credentials on behalf of, *and when requested* by, an eligible user agency. DEM will house and maintain the equipment, provide training in its use to designated agency personnel, and support the credentialing process where possible.

**ELIGIBILITY** – User agencies authorized to issue ERID credentials in Jefferson County are:

- Jefferson County Emergency Management
- Port Townsend Police Department
- Jefferson County Sheriff's Office

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<sup>1</sup> "Rank" is not a qualification.

- All Jefferson County Fire Protection Districts
- Jefferson County Public Health
- JeffCom
- Jefferson County Department of Public Works
- City of Port Townsend Department of Public Works
- Some County and City government leaders
- Recognized Volunteer Search and Rescue Organizations

**CREDENTIALING AUTHORITY** – Determination of who will receive Jefferson County ERID credentials is the responsibility of the chief officer (or designee) of the eligible user agency. The eligible user agency (the credentialing authority) assumes full responsibility for the accuracy of the information needed to complete the credentialing process. All requests for issuance of ERID credentials will be done in writing. No information will be entered into the ERID database without approval by the credentialing authority.

**ERID NOT A TRAINING RECORD** – The Emergency Responder Identification is not intended as a comprehensive training record. The ERID only shows that the holder is qualified at the minimum competency level for the various categories shown.

**RESPONSIBILITY FOR DATA USED IN THE PROCESS** – The requesting user agency is responsible for submission of the required data in the approved format; and for updating that data when necessary.

**UNIFORM FORMAT ESTABLISHED** – The Jefferson County ERID cards will use the standard format recommended by the Homeland Security Region 2 Council. The ERID cards will display the approved logo of the user agency on the face of the card.

**CATEGORIES BY COLOR CODE** – Badge color signifies category:

- Red – Fire/EMS agencies
- Green – Law Enforcement agencies
- Blue – Medical/Health
- Brown – Public Works
- Orange – Volunteers (independent organizations; not otherwise assigned)
- Purple – Emergency Management
- Yellow – Other (certain government leaders; special categories to be determined by the users)

**AGENCY RESERVES AND VOLUNTEERS** – Non-paid personnel in good standing with the eligible agency will be coded the same as the eligible agency (green for police reserves, red for fire/EMS volunteers, etc.). The Volunteer (orange) category will be applied to non-aligned volunteers (i.e., independent SAR groups, key Red Cross operatives, Disaster Animal Welfare Group members, etc.). If the card holder is a volunteer (non-paid employee) it will so state on the card.

**STATUS OF THE EMERGENCY WORKER REGISTRATION CARD** – The Emergency Worker Card (reference WAC 118-04) for certain qualified volunteers is replaced by the ERID system. ERID serves as the equivalent of Washington State EMD form 025 (Emergency Worker Card) as evidence of registration. The vetting process for emergency worker registration remains the same.

**MINIMUM DATA REQUIRED** - This information is needed for ERID cards:

- Name of the requesting agency
- Full color, front-facing head shot photograph (in .jpeg format)

- Name (Last, first, middle initial)
- Date of birth
- Rank, grade or title if applicable
- Unique personnel number if one is issued by the user agency
- Federal certifications (NIMS)
- Professional licenses (MD, RN, etc.)

**DATA RENEWAL CYCLE** – ERID data will be updated annually. The user agency is responsible for submission of new information. The cards will be only updated annually unless there is a compelling reason to do so sooner.

**EXPIRATION** – There is no expiration date shown on Jefferson County ERID cards. It is assumed that they are valid for the active period of service of the card holder.

**OWNERSHIP AND REQUIREMENT FOR SURRENDER:** All cards remain the property of the user agency, and will be surrendered upon request or at termination of the period of service.

**MISSING CREDENTIALS** – Lost or stolen ERID cards will be reported to the user agency as soon as possible. The database will be changed to reflect the status of the card or cardholder.

**COST RECOVERY** – Washington State Homeland Security Region 2 funds were used to purchase the initial supplies and equipment for the credentialing program. Each of the three jurisdictions has a full set. Additional costs, if any (replacement cards, printer consumables, etc.) may be charged to the user agencies based on volume of use.