



## **NEBRASKA EMERGENCY MANAGEMENT AGENCY**

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**Reference: 81-829.41 and 81-829.67**

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### **I. POLICY**

- A. The Nebraska Emergency Management Agency, the administrative agent for the Nebraska Department of Homeland Security, shall be the jurisdiction having authority, to develop, direct, and maintain a system of issuing credentials to emergency personnel in Nebraska, in accordance with the National Incident Management System.
- B. The Nebraska Emergency Management Agency shall institute a program in accordance with Revised Statutes 81-829.41, sec. e,f,i,and n, and 81-829-67 to grant authority to agencies and organizations to issue credential cards for persons in specific positions to be deployed for interstate mutual aid.
- C. There are specific certification and licensure requirements for numerous positions that people fill in response to a disaster. These positions fall under the licensing and certification authority of several state agencies in Nebraska. This is not an individual agency policy, but the coordination of those positions that individual agencies are currently providing credentials for.
- D. Credentialing ensures and validates the identity and attributes (such as affiliations, skills, or privileges) of individuals or members of teams. Credentialing is essential to the emergency management community. It allows the community to plan for, request, and trust resources needed for emergency assistance. Credentialing ensures that personnel resources match requests, and it supports effective management of officially dispatched responders.
- E. Credentialing involves providing, documentation that identifies, authenticates, and verifies the qualifications of emergency response personnel. The National Credentialing Standards also call for typing of incident management personnel, emergency response providers, and other personnel (including temporary personnel) and resources needed for emergency response. Therefore, Identification, Qualification, and Typing are the key elements of the National Credentialing Standards.

### **II. PROCEDURE**

- A. Identification  
Identity vetting shall be conducted utilizing the standard established by the Nebraska Department of Motor Vehicles to verify identification for the issuance of Nebraska Driver's licenses.
- B. Identification Cards / Badges  
Authorized agencies shall issue one of six types of credential based on the positions with one of the six discipline areas.
  - 1. "Gov" cards shall be utilized for Government Official positions
  - 2. "Health & Med" cards shall be utilized for those individuals to be credentialed in Medical positions
  - 3. "Law" cards shall be utilized for individuals to be credentialed in Law Enforcement Positions
  - 4. "Vol" cards shall be utilized for individuals to be credentialed as Volunteers
  - 5. "EM" cards shall be utilized for individuals to be credentialed in Emergency Management positions
  - 6. "Fire" cards shall be utilized for those individuals to be credentialed in Fire Fighting positions
  - 7. "Private" cards shall be utilized for those individuals to be credentialed as authorized contractors / Private entities. NEMA Public Assistance Officer shall be the authorizing official for the " P" category.

8. "Mil" cards shall be utilized for individuals in the Military

C. Identification / Badge Geography

1. Front of Card

- a. Header (unchangeable)  
The Header will state the Organization Name. This will be used to assist in identification or disasters that call on counties to cross county lines for aid and assistance.
- b. Picture  
The ID card shall not be printed unless a picture is included on the card. Only pictures with a minimum of 300 dots x 400 dots per inch (dpi) resolution shall be used. Photos should include head and shoulders, no hats. It is encouraged that departments and or agencies use uniform clothing and a white backgrounds whenever possible.
- c. Agency Logo  
There are three types of logos that can potentially be used for an agency logo. Final decisions will be made by the system card issuer. Order of preference is as follows:
  - 1) Agency/Department specific Logo
  - 2) City or County Logo (if applicable)
  - 3) Nationally recognized logo (Fire, Public Health, EMS, Etc.)
- d. Affiliation/title  
This field will be designated for position titles. It is requested that organizations use only titles defined by the U.S. Department of Homeland Security. In situations where that is not possible, guidelines can be found online at:  
<http://www.fema.gov/emergency/nims/ResourceMngmnt.shtm#item3>
- e. Agency/Department  
The Agency/Department field should have the name of the organization if it is a private group. If the agency or department is affiliated with a county, city or regional group, that affiliation must be noted in this field. This field is limited to no more than 18 characters (counting spaces). It will be determined by the system card issuer if changes need to be made to fit the organization name on the card. It is recommended that abbreviations are only used if they are regionally accepted.
- f. Issue Date  
The issue date is to be set on the day of printing. This does NOT include card re-prints for lost, stolen, or damaged cards. If a new card is to be issued for the same individual, it must contain the original issue date unless a new form has been submitted for the individual. At the expiration date, credentials and certifications must be reviewed and resubmitted. Only then can the Issue date be changed.
- g. Expire Date  
The expiration date is to be set on the day of printing, and shall be determined by the issuing agency, but in no case shall it be more than 4 years. This does NOT include card re-prints for lost, stolen, or damaged cards. If a new card is to be issued for the same individual, it must contain the original expire date unless a new form has been submitted for the individual. At the end of the authorized, credentials and certifications must be reviewed and resubmitted. Only then can the expiration date be changed/extended.

- h. Color Coding (preset by card design)  
 Card color scheme is set by each card design. These colors are not changeable. Schemes will be as follows:

Color	Discipline	Organization examples
Red	Fire	City Fire, County Fire, Volunteer Fire Services
Blue	Law Enforcement	Police, Sheriff, Security
Green	Medical	EMS, Public Health, Hospitals, Behavioral Health
Yellow	Emergency Management	Designated EM offices, Recognized IMT groups
White	Volunteer	Red Cross, CERT, MRC, Salvation Army, etc.
Gray	Government Official and employees	Political figures, Public Works, all other local government employees
Brown	Private Entities	Contractors being authorized by NEMA Public Assistance Program
Black	Military	Members of the U.S. Military

- i. Text classification (preset by card design)  
 Clear-text classification is set by each card design. These classifications are not changeable. The purpose is to provide a non-color clear text definition of an individual's discipline. Classifications will be as follows:

Color	Discipline	Text Classification
Red	Fire	F
Blue	Law Enforcement	L
Green	Health & Medical	M
Yellow	Emergency Management	EM
White	Volunteer	V
Gray	Government Official and employees	G
Brown	Authorized Contractors	P
Black	Military	Mil

- j. Personnel Barcode

j. The QR Barcode is automatically generated from the software. It contains:

- 1) Qualification data
- 2) Organization County Code
- 3) Organization State Code,
- 4) Organization Type Code,
- 5) Organization ID,
- 6) Organization Name,
- 7) Personnel ID,
- 8) Last Name,
- 9) First Name,
- 10) Rank,
- 11) Date of Birth.

k. Radio Number/ Other ID Number

The radio number is assigned in the software as an optional field. This is used for specific individuals who have a designated radio number, or a agency specific identifier.

l. Footer (unchangeable)

The Footer will state "NEBRASKA", on a red field. This will be used to assist in identification or disasters that call on counties to cross county lines for aid and assistance.

## 2. Back of Card

a. Qualification Field

The qualification field contains **qualifications** as Identified by both the card holder, and the card holders' agency of affiliation. This is noted by the text above the Qualifications box that states "All qualifications listed are only recognized by the card holder's agency of affiliation."

- 1) State, local and regional qualifications are set by various defined groups. State qualifications will be defined and outlined through any state organization, such as: Nebraska Emergency Management Agency (NEMA), Department of Health and Human Services (DHHS) or Nebraska State Fire Marshall's Office (NSFM).
- 2) The qualification field also includes local, regional and state **memberships**. These include but are not limited to: local, regional or state response groups, regional IMT groups, and volunteer organizations with official memberships.
- 3) It should be noted that all qualifications can have a deadline of membership, or expiration date put into the Resource Manager Web program, however, these qualifications will remain active on the ID Badge until the card itself expires. Therefore, qualifications are only recommended to be used by the agency of affiliation, as they will be the only organization with up-to-date verification of qualification status.

B. Medical Barcode (unchangeable)

This information is not required, but optional input by the individual requesting the credential.

The QR Barcode is automatically generated from the software. It contains:

- (1) Gender
- (2) Blood Pressure
- (3) Blood Type
- (4) Allergy Conditions
- (5) Medical Conditions
- (6) Physician
- (7) Insurance
- (8) Height
- (9) Weight
- (10) Emergency Contact Name
- (11) Emergency Contact Phone

C. Qualification

1. Personnel qualifications are typically position specific. Determining essential functions, levels of training, experience levels, required licensure and certifications, and physical and medical fitness for a position should be part of a job-task analysis. This analysis normally incorporates, as appropriate, input from job incumbents, managers, industry organizations and others with knowledge of the position requirements. Departments, agencies and authorities having jurisdiction over positions are responsible for determining position requirements through a job-task analysis process.
2. NIMS guidance on Credentialing refers to the identification and qualification information a person will present to the requesting jurisdiction. NIMS guidance on credentialing does not confer the authority or privilege to practice any profession. Only the receiving department, agency or jurisdiction can extend that privilege or authority after evaluating the person's information.
3. Two key elements in the qualification process include typing personnel and resources and certifying that personnel, in fact possess, at least the minimum level of training, experience, licensure, certification and fitness to perform the job.
4. The Storm Spotter, Emergency Management Worker, and Emergency Support Function Coordinator qualifications shall only be inputted on a credential with written approval from the Nebraska Emergency Management Agency.

D. Certifying

Certifying of personnel ensures "... personnel possess a minimum level of training, experience, physical and medical fitness, and capability appropriate for a particular position..." This requires organizations to test and evaluate their personnel against the qualifications established by the typing efforts. Additionally organizations must "...authenticate qualifications..." through a formal process to approve and sign off on personnel qualifications.

E. Other Important Activities

In addition to the legally mandated requirements of the credentialing effort, there are other aspects that need to be addressed in the credentialing process. Under NIMS, these include the authorization to deploy, control of access to an affected area, affiliation of personnel deploying as part of an organization, and revocation of credentials when necessary. Appropriately issued credentials do not authorize an individual or a team to self deploy. Each agency authorized to issue credentials shall have a policy in place that dictates how credentialed staff associated with their agency are authorized to deploy in the event of a disaster.

F. Access

NIMS intentionally limits access to a disaster to only personnel who have been credentialed and authorized to deploy through a formal agreement between the requesting and providing agencies. The agreements can range from automatic mutual aid agreements, the Emergency Management Assistance Compact and mission assignments to Federal agencies to provide Direct Federal Assistance. Personnel that arrive to check in that have not been credentialed and authorized are to be turned away.

G. Affiliation

NEMA recognizes the need for processes to address the full range of access control, both for individuals who provide support to the incident command structure and for those who require access for specific purposes outside of the NIMS/ICS structure. It may not be practical to confirm the qualifications of individuals or groups of people responding to an event. In these cases, documented affiliation (identification) with an organization or entity responding to or affected by the event provides proof of qualification and authorization to deploy. For example, contractors working to restore power for a critical infrastructure, key resource (CIKR) utility company would gain access based on their affiliation with the CIKR Company.

I. Revocation

A critical component of identity and qualifications is revocation. Departments, agencies, and jurisdictions need to have a process in place to revoke credentials when certain events occur. If a person leaves their position, the credentialing organization needs to revoke identification badges / cards and remove the individuals name from the roles of credentialed employees within a specified time frame. Likewise, if an individual's qualifications change, their credentialing information should also change in affected databases or records within a specified amount of time.

H. Storage of Information

Users of the Resource Manager Web system within the State of Nebraska shall ensure compliance with State Statutes, specifically revised Statutes, Chapter 60.

**60-4,111.01.** Storage or compilation of information; retailer; seller; authorized acts; sign posted; use of stored information; approval of negotiable instrument or certain payments; authorized acts; violations; penalty.

Sub Section (2)

Except as otherwise provided in subsection (3) or (4) of this section, no person having use of or access to machine-readable information encoded on an operator's license or a state identification card shall compile, store, preserve, trade, sell, or share such information. Any person who trades, sells, or shares such information shall be guilty of a Class IV felony. Any person who compiles, stores, or preserves such information except as authorized in subsection (3) or (4) of this section shall be guilty of a Class IV felony.