



STATE OF MAINE
DEPARTMENT OF DEFENSE, VETERANS AND EMERGENCY MANAGEMENT
MAINE EMERGENCY MANAGEMENT AGENCY
72 STATE HOUSE STATION
AUGUSTA, MAINE 04333-0072

PAUL R. LEPAGE
GOVERNOR
BG GERARD F. BOLDUC
COMMISSIONER

PHONE: 207-624-4400/800-452-8735
FAX: 207-287-3180

BRUCE FITZGERALD
DIRECTOR

Maine Emergency Management Agency First Responder Credentialing Program Guidance

July 15, 2015

The Maine Emergency Management Agency (MEMA) will provide a State Authorized identification card to first responders who participate on a Special Response Team that is recognized by MEMA. Special Response Teams include:

- Regional Response Team (RRT)
- Decontamination Strike Team (DST)
- Hazardous Materials Response Team
- Incident Management Assistance Team (IMAT)
- Northern New England Metropolitan Medical Response System Strike Team (MMRS)
- Community Emergency Response Team (CERT)
- County Animal Response Team (CART)
- Amateur Radio Emergency Service (ARES)
- Search and Rescue Team (SAR, sanctioned by MASAR)

Other authorized officials (government agency and/or private sector personnel) may be issued credentials at the discretion of MEMA.

The credentials issued by MEMA will be compliant with the *National Incident Management System (NIMS) Guideline for the Credentialing of Personnel* issued by the Federal Emergency Management Agency (FEMA).

Registration and Enrollment:

Individual team members will present training records and qualifications to their respective Team Chiefs and County EMA Directors who will validate and certify the individuals to receive a MEMA identification card.

Each team member must fill out at a minimum the Required Fields in the Credentialing Template issued to County EMAs by MEMA. Individuals are encouraged to fill out as much information in the template as they are comfortable reporting. Vital statistics will be protected in a bar code on the identification card itself, and will be protected at MEMA in a secure computer database. However, MEMA recognizes that some individuals may not be comfortable reporting personal and medical information, and therefore only basic demographic information is required in this credentialing program.

Eligibility Vetting and Risk Assessment:

The County EMA Director will serve as the Certification Official and NIMS Compliance Auditor for special teams operating in their county. The County EMA Director will be responsible for approving or denying any team member's application for credentials.

For future expansions of the MEMA Credentialing Program, other officials may be designated by MEMA as Certification Officials for the purposes of validating individuals from their respective organizations.

Issuance:

The County EMA Director is responsible for submitting the authorized list of personnel for each Special Team to MEMA. This should include an individual Credentialing Template form capturing information for each member of the entire team, and a digital photo of each team member to be credentialed.

MEMA is responsible for the issuance of authorized cards. Credentials will be produced twice per calendar year by MEMA to account for updates/changes to Team rosters and/or individual training records.

Once a Credentialing Template and digital photos have been submitted to MEMA by a County EMA, MEMA will produce credentials and mail back authorized cards to the County EMA within thirty (30) days.

If an individual is requesting an updated or renewed credential to replace an outdated card, the old card should be mailed to MEMA along with the Credentialing Template and digital photo for proper destruction of the old card.

Verification and Use:

MEMA's authorized credentials may be used to verify individual credentials and substantiate access requirements at incident scenes. The credential should be worn on the outside of clothing to clearly identify an individual by sight.

The individual may be asked to verify their identity at any time by the Incident Commander or his/her designee.

Expiration and Revocation:

Upon first issuance of credentials, the identification card will be set to expire in three (3) years from the date of issuance. Subsequent updates to credentials will include an updated expiration date.

If in the judgment of the MEMA Director, County EMA Director, or Team Chief, an individual holding credentials provided by MEMA does not maintain current training or capabilities, fails to respond when necessary, or otherwise fails to comply with State, county or team policies, MEMA may require that the supplied credential be surrendered.