



STATE OF LOUISIANA

JOINT STANDARD OPERATING PROCEDURE

STATEWIDE CREDENTIALING / ACCESS CONTROL PROGRAM
ALL HAZARDS REENTRY AND TRANSIT

Effective
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1. Introduction

1.1 Overview

Recent large-scale disasters have demonstrated the critical need for a universally acceptable all hazard disaster reentry and transit Standard Operating Procedure (SOP) that can be adopted across a region, the entire State and/or in multiple States. The current lack of consistent reentry access requirements and operating procedures between local jurisdictions have greatly hampered the recovery efforts of critical utilities, services, and communications, as well as the Critical Infrastructure / Key Resources (CI / KR) that supply the rest of the Nation.

1.2 Purpose

The purpose of this SOP is to describe in concept the joint Federal, State, Parish/County and Local/Municipal infrastructure strategy to permit access into restricted areas (emergency zones) after an incident, crises or disaster. The following guidelines are also intended to serve as a template (operational model) for States and regions to allow seamless transition (transit) through multiple jurisdictions in order to restore critical municipal functions and CI / KR as quickly and safely as possible.

This SOP was developed such that local, county, state government, as well as the US Federal government, can implement key components 'as-is' to accomplish coordinated reentry and transit across an entire region of the country. Other components can be customized or expanded for state, local or regional needs without frustrating coordinated reentry and transit of CI / KR and other essential and support personnel.

This SOP is NOT intended to address the "Who" or "When" issues of Disaster Reentry: the policy decisions regarding "Who" will be allowed to reenter an emergency zone, and "When" they will be allowed to reenter, are determined by elected officials and emergency managers, ordinarily at the parish/county level, as determined by applicable law. Rather, this SOP focuses on providing a standardized statewide approach to the operational decisions made by security personnel, typically law enforcement and National Guard, operating checkpoints and emergency zones; that is, this SOP addresses "How" checkpoints and emergency zones are to be operated by security personnel, addressing issues such as:

- Traffic Management
 - Expediting approval, denial and further investigation decisions when appropriate
 - Handling self-dispatchers and other exceptions
- Vehicle Management
 - Handling multi-vehicle tethering/escort requests
- Verification of Credentials (IDs, Qualifications and Affiliations)
 - What IDs and other tokens will be honored (e.g. Letter of Access and Vehicle Placard)
 - How one or more credentials are verified for authenticity and validity
- Coordination between Checkpoints

- Handling of traffic in transit to another Parish/County
- Adoption of common standardized statewide “Tier” terminology
- Adoption of standardized statewide format for Letters of Access and Vehicle Placards
- Emergency Zone Operations
 - Conducting “spot checks” within the emergency zone or at muster locations
 - Operations during emergency zone curfew periods

This Joint SOP is a Statewide “baseline plan”; requirements “over and above” these requirements may be, and will be, made at the county/parish or local level by elected officials, emergency managers and incident managers to address local or exigent circumstances. Specifically, this SOP is NOT intended to, and DOES NOT, prohibit a particular jurisdiction from implementing additional requirements or more stringent operating procedures regarding “How” checkpoints and emergency zones are operated for or within that jurisdiction. For example, this SOP does not preclude municipal and parish/county requirements that persons seeking to reenter their jurisdiction have a specific or proprietary ID, placard or reentry permit for that particular jurisdiction; in those cases, checkpoint and emergency zone security personnel for that particular jurisdiction, and persons seeking entry into that particular jurisdiction, must comply with the additional jurisdictional requirements.

Similarly, this SOP is NOT intended to, and DOES NOT, impose any requirement on anyone seeking to reenter or access an emergency zone, nor does it guarantee that complying emergency responders or essential personnel will be authorized checkpoint reentry or access to emergency zones. Decisions regarding checkpoint reentry and emergency zone access are always subject to the “Who” and “When” Disaster Reentry policy decisions, typically made at the Parish/County level, and to operational decisions of incident managers and checkpoint/emergency zone security personnel.

Rather, this SOP establishes a Statewide protocol for checkpoint and emergency zone operations that enables security personnel to operate in a more standard and coordinated manner, Statewide, within Parish/County requirements, while also providing emergency responders and essential personnel who must cross Parish/County boundaries with an established Statewide protocol that may be followed: when local authorities decide who needs to be provided access, this SOP is designed to facilitate the ability of those critical personnel to respond in the most efficient, effective, and expeditious manner, to benefit the public good.

The intersection of these “Who” and “When” Disaster Reentry policy decisions with the “How” checkpoint and emergency zone operational security decisions is discussed in **Section 1.4** Administrative Provisions.

1.3 Scope / Applicability

This SOP is intended for Federal, State, Parish and Municipal government representatives and private sector companies (CI / KR owners, operators and managers) with presence in or that support local needs in LOUISIANA.

This SOP references the following Federal or State directives:

- Homeland Security Presidential Directive (HSPD-5)
 - NIMS / ICS
- Homeland Security Presidential Directive (HSPD-7)
 - Identifies and prioritizes seventeen (17) CI / KR Sectors. Other valid CI / KR sectors may exist and may not be listed (based on local / regional needs)
- Homeland Security Presidential Directive (HSPD-8)
 - All Hazard approach for improved coordination between local, state, and federal agencies
- Homeland Security Presidential Directive (HSPD-12)
 - Use of identity verification or identification methods (including ID cards) that are strongly resistant to identity fraud, are issued by reliable, trusted sources and that can be validated through electronic means
- NIMS Guideline for the Credentialing of Personnel (DRAFT - November 21, 2008)
 - A person is considered 'credentialed' if the person meets four fundamental elements including 1) identity, 2) qualification, 3) affiliation and 4) authorization for deployment.
- Uniform Emergency Volunteer Health Practitioner Act (UEVHPA) (if enacted in LOUISIANA)
 - Health care workers that have been confirmed as 'credentialed' may operate within LOUISIANA after an emergency declaration has taken place
- Emergency System for Advanced Registration of Volunteer Health Providers (ESAR-VHP)
 - Guidelines and standards for the registration, credentialing, and deployment of medical professionals in the event of a large-scale national emergency

1.4 Administrative Provisions

All operational decisions made at checkpoints or in the emergency zone must give effect to applicable Disaster Reentry Policy decisions. As stated in **Section 1.2** Purpose, the reentry policy decisions regarding "Who" will be allowed to reenter an emergency zone, and "When" they will be allowed to reenter, are determined by elected officials and emergency managers, ordinarily at the parish/county level, as determined by applicable law. Once "Who" and "When" Disaster Reentry Policy are determined, security personnel operating at checkpoints and within emergency zones are left to determine "How" they will conduct those operations within Disaster Reentry Policy, depending on local practice and procedure or exigent circumstances.

The integrity of SOP administrative processes is vital to coordinated reentry. Accordingly, law enforcement and other agencies which adopt this SOP, or which honor Placards and Letters of Access issued under it, undertake to make every effort to maintain the integrity of those administrative processes, and to include lessons learned about the SOP from incidents in which the SOP comes into operation in applicable After Action Reports. Statewide Working Groups responsible for the development and refinement of this SOP will be called upon to provide responsive follow-up based on those After Action Reports and other relevant information.

Consistent with the foregoing, and to facilitate coordinated Statewide reentry, security personnel conducting checkpoint/emergency zone operations—Sheriffs’ Offices and municipal and State Police and National Guard—will honor LOAs and Placards compliant with this SOP and issued to personnel seeking to transit through their jurisdictions, subject to published Disaster Reentry Policy and exigent incident/emergency manager authority.

2. Concept of Operations

All participants agree that the following concept of operations, components and criteria are essential elements for access into a restricted area (emergency zone) during an incident, crises or disaster and will be administered ONLY:

- in the event of a Declaration / State of Emergency from the Governor, or affected Parish President or Mayor
- in the event Life Safety or Public Safety is at risk as determined by State or Local emergency manager or law enforcement under applicable law

2.1 Unified Phased Reentry Protocol

For a quick reference guide on the All Hazards Tiered Reentry Process, please see Appendix A – Tiered Reentry Quick Reference Guide.

For a complete listing of recognized IDs, please see Appendix D – List of Recognized IDs.

Based upon lessons learned from previous incidents, reentry shall occur using a phased or ‘tiered’ approach. The following Statewide Tier descriptions serve as a baseline for ‘All Hazards’ and may be amended based upon defined incidents or incident types.

Note: Local Jurisdictions may be precluded from Statewide coordinated reentry timelines due to the following assumptions:

- Imminent Threat to Life and Property has not ceased.
- Road Access: Road Closures
- Public Health
- Search and Rescue / Recovery Efforts

Important: Life Safety shall always take precedence during all reentry phases and will dictate both Tier 1 and 2 Reentry Timelines (i.e. Reentry Timelines shall be dictated by the incident; therefore, cannot be predetermined), as well as any exceptions or overrides.

Important: Authority and/or privilege to practice a profession may only be conferred by the appropriate Jurisdictional Authority (State licensing board, State Police, Local Law Enforcement, Local OEP, etc.).

2.1.1 Tier ER – Immediate / Unrestricted Access (Color Code = Red)

Immediate and unrestricted access will be granted to:

- Search and Rescue Agents
- Parish / Municipal Fire and EMS
- Local, State and Federal Law Enforcement, Homeland Security and Emergency Management
- Military (including National Guard and Coast Guard)
- All other Emergency Response Personnel providing support of CI / KR (based upon the discretion of local authorities)

2.1.2 Tier 1 – Response Support (Color Code = Blue)

- Critical Infrastructure / Key Resources Rapid Response Teams and Subject Matter Experts including, but not limited to, municipal utilities, public works, public health, water, lighting, transportation and communications (at the discretion of local authorities, with preregistered and prequalified CI / KR contracted to support Tier ER as first priority)
- Personnel on the staff of Hospitals with Emergency Departments
- Security Personnel (preregistered / prequalified)
- Official Damage Assessment Teams (FEMA, State, and Local)
- Critical Infrastructure / Key Resources Damage Assessment Teams
- Other designated personnel at the discretion of local authorities (i.e. First Aid, EMACs, Mutual Aid, CERT, etc.)

2.1.3 Tier 2 – Recovery Support (Color Code = Green)

- Relief Workers
- Healthcare personnel not included in Tier 1
- Animal Rescue, Research & Care Organizations
- Other CI /KR and business operators considered critical to recovery efforts (based upon the Discretion of Local authorities)
- Other personnel approved at the discretion of the local authorities

2.1.4 Tier 3 – Rebuild / Repopulate (Color Code = Grey)

- All other business operators and residents (as appropriate, subject to safety issues)

2.2 Partial Evacuation Reentry for CBRNE

Reentry Guidelines for partial evacuations (CBRNE¹ Events-deliberate and / or otherwise) shall be determined at the local level (Local OEP), with consideration of the following:

- Only Tier ER shall be allowed into the Hot Zone until the incident has been resolved (Imminent threat to life has ceded)
- Pre-registration of all EMAC (Emergency Management Assistant Compact) / Mutual Aid Providers with local, state, and federal stakeholders is required (see Section 2.3.1 Disaster / Incident Preparations)

¹ Chemical, Biological, Radiological, Nuclear, Explosive

2.3 Identification / Credentialing Guidelines

Federal, State, and local government agencies and law enforcement officials agree to recognize specific forms of identification and evidence that an individual is considered 'credentialed' as provided by critical infrastructure owners and operators, and their contractors, subcontractors and assigns as they seek access into a restricted disaster area.

Relying parties (e.g. law enforcement, National Guard) will require constant communications with local and State EOCs so that proper admittance is granted. Once identity and attributes are authenticated, access is granted at the discretion of the relying parties.

In furtherance of this access program, Federal, State, Parish, Municipal and private sector partners all agree to take action in support of this SOP. The following actions are required:

2.3.1 Disaster / Incident Preparations

Pre-Incident Coordination between local, state, federal and private sector stakeholders shall include the following:

- Pre-registering essential personnel with local, state, and federal stakeholders for seamless transition.
 - Stakeholders are defined as emergency managers and law enforcement at a minimum.
- Updating / Maintaining essential personnel rosters prior to any incident, including listing essential personnel's current credentials (IDs, qualifications and affiliations) essential for ICS Resource Typing
 - **Affiliation Examples:** Employer or sponsor, member of a specialty team, member of a government or industry (trade) association, union memberships, etc.
 - **Qualification Examples:** Licenses, certifications, permits, training and skills, equipment/tool operator ratings, criminal vetting, etc.
- Pre-Identifying essential personnel and their Tier levels (Tier ER, Tier 1, Tier 2, etc.). Different Tier Levels may be assigned to different response personnel (assessment team vs. recovery person, for example)
 - Note: Some organizations may be restricted regarding which Tier levels they are authorized to use
 - Note: Some facilities may want to conduct a phased reentry of their facility
- Preparing Vehicle Placards and Letters of Access (LOA) for essential personnel
 - These should be prepared prior to an incident whenever possible (e.g. hurricane or storm event). *Special Note: for redundancy reasons, at the discretion of parish/local Office of Emergency Preparedness officials, Tier ER and Tier One (1) Placards and Letters of Access may be printed annually for "All Event" access.*
 - Vehicle Placards must have the following printed on them (see Appendix B – Sample Vehicle Placard):
 - State-Designated Logo (Default is State Sheriff's Association Logo)
 - Organization Logo
 - Organization Name
 - Tier Designator (Including Color)

- Person's Name (First and Last)
- Name of Event (e.g. "Hurricane X")
- Unique Number (for reference in the issuing registration system)
- OPTIONAL: Standard icon for the corresponding ESF (see Appendix A – Tiered Reentry Quick Reference Guide)
- Letters of Access must have the following printed on them (see Appendix C – Sample Letter of Access)
 - State-Designated Logo
 - Default is State Sheriff's Association Logo
 - Organization Logo
 - Organization Name
 - Tier Designator (Including Color)
 - Person's Name (First and Last)
 - Name of Event (e.g. "Hurricane X")
 - Destination or Purpose (e.g. Facility Name (specific or generic) – "Port Fourchon" or "Oil Refinery")
 - Unique Number (for reference in the issuing registration system)
 - Letter Body stating the person is essential to the organization for response, recovery or rebuilding
 - Point of Contact, such as a Security Officer, Manager or Supervisor (can be included within the letter body)
 - Basic listing of the person's IDs and attributes (credentials)
 - OPTIONAL: Standard icon for the corresponding ESF (see Appendix A – Tiered Reentry Quick Reference Guide)
 - OPTIONAL: Photograph of the individual
 - OPTIONAL: 1D or 2D barcode
 - OPTIONAL: Location for the application of proprietary stickers to indicate various things regarding the person or the person's organization. Examples include, but are not limited to:
 - A sticker to indicate the letter of access had been verified as authentic or belonging to the carrier using the data system
 - A sticker to indicate the person has passed or has been interviewed at a given checkpoint
 - A sticker to indicate the person was vetted using one or more criminal history resources

2.3.2 Checkpoint Operations

Three types of 'checkpoints' are considered in this SOP:

- **Outer Perimeter Checkpoint**
 - This is a checkpoint where traffic management is a priority and risk remains relatively low.
 - Typically a cursory review of the individual and his or her vehicle is conducted.

- Vehicle Placards can be leveraged to form multiple lanes of traffic segmented by priority (no placard vs. placard, by Tier level, by ESF, etc.) as the roadway permits.
- Individuals can be directed to a second officer located at the Outer Perimeter Checkpoint or to the command post for a further, more detailed review as needed
- **Inner Perimeter Checkpoint**
 - This is a checkpoint where a more detailed (or scrutinized) review of a person’s identity details and documents is appropriate and where risk remains high or higher
 - An inspection of IDs and Letters of Access, as well as inspection of the person’s record in the issuing registration system, is appropriate
- **Spot Check**
 - This is a roaming checkpoint where a more detailed (or scrutinized) review of a person’s identity details and documents is appropriate and where risk remains high or higher
 - This typically occurs due to the person’s actions or geographic location within the emergency zone
 - This also typically occurs at a muster point where the person is or will be assuming or being asked to fulfill certain job roles, assignments or responsibilities
 - An inspection of IDs and Letters of Access, as well as inspection of the person’s record in the issuing registration system, is appropriate

2.3.2.1 Access Requirements / Procedures

For a quick reference guide on the Tiered Reentry Process, please see Appendix A – Tiered Reentry Quick Reference Guide.

For a complete listing of recognized IDs, please see Appendix D – List of Recognized IDs.

Tier	Access Requirements / Procedures
Tier ER	<p>IN UNIFORM / MARKED VEHICLE Access will be granted without restriction.</p> <p>IN CIVILIAN DRESS / UNMARKED VEHICLE Access will be granted after:</p> <ul style="list-style-type: none"> ● Visual inspection of the person’s Vehicle Placard. ● RECOMMENDED: Visual inspection of <u>at least two (2) personal IDs</u>, one of which must have a photo and have been issued by a US State or the US Federal government, Canadian Provincial or Canadian Federal government. Unrestricted Foreign Passports with a US Entry Stamp and required Visa (as

Tier	Access Requirements / Procedures
	<p>required for non-Visa waiver countries) are also acceptable.²</p> <ul style="list-style-type: none"> OPTIONAL: Visual inspection of the person's Letter of Access, or inspection of the person's record in the issuing registration system.
Tier One (1) and Tier Two (2)	<p>OUTER PERIMETER CHECKPOINT Access will be granted after:</p> <ul style="list-style-type: none"> Visual inspection of the person's Vehicle Placard. AS NEEDED: Visual inspection of <u>at least two (2) personal IDs</u>, one of which must have a photo and have been issued by a US State or the US Federal government, Canadian Provincial or Canadian Federal government. Unrestricted Foreign Passports with a US Entry Stamp and required Visa (as needed) are also acceptable. OPTIONAL: Visual inspection of the person's Letter of Access or inspection of the person's record in the issuing registration system. <p>INNER PERIMETER CHECKPOINT Access will be granted after:</p> <ul style="list-style-type: none"> Visual inspection of the person's Vehicle Placard. Visual inspection of <u>at least two (2) personal IDs</u>, one of which must have a photo and have been issued by a US State or the US Federal government, Canadian Provincial or Canadian Federal government. Unrestricted Foreign Passports with a US Entry Stamp and required Visa (as needed) are also acceptable. Visual inspection of the person's Letter of Access OPTIONAL: Inspection of the person's record in the issuing registration system.
Tier Three (3)	<p>OUTER PERIMETER CHECKPOINT Access will be granted after:</p> <ul style="list-style-type: none"> Visual inspection of the person's Vehicle Placard. AS NEEDED: Visual inspection of <u>at least one (1) photo ID</u>, which may or may not have been issued a US State, the US Federal or an unrestricted foreign Federal government (i.e. Foreign Passport). OPTIONAL: Visual inspection of the person's Letter of Access or inspection of the person's record in the issuing registration system. <p>INNER PERIMETER CHECKPOINT Access will be granted after:</p> <ul style="list-style-type: none"> Visual inspection of the person's Vehicle Placard. Visual inspection of <u>at least one (1) photo ID</u>, which may or may not have been issued a US State, the US Federal or an unrestricted foreign Federal government (i.e. Foreign Passport). Visual inspection of the person's Letter of Access OPTIONAL: Inspection of the person's record in the issuing registration system.

² The US State Department may issue restrictions on specific foreign governments and their passports

2.3.2.2 Spot Checks

Spot checks of the person's IDs and Letter of Access (or inspection of the person's record in the issuing registration system) may be conducted within the emergency zone or at a muster location on a case-by-case basis, as needed or appropriate.

2.3.2.3 Curfew Requirements for CI/KR

In order to maintain Public Safety, the Governor, or affected Parish President or Mayor may institute curfews for the emergency zone.

CI/KR organizations will instruct essential personnel to follow all curfews enacted in the emergency zone. CI/KR essential personnel may be instructed to check in with a checkpoint, command center or the EOC on their way out of the emergency zone.

2.3.2.4 Tethering Requirements for CI/KR

In order to better facilitate movement of personnel between checkpoints, tethering shall be allowed with the following stipulations:

- The primary (lead) vehicle must be a Marked Company Vehicle (With clearly visible serial number), or a Company Vehicle that has standardized markings (Logos) and colors (Bus, Van, etc.)
- Pre-registration and vetting (as required) for all tethered personnel in the same or tethered vehicle (no last minute additions without pre-approval of local authorities)
- A Vehicle Placard must be issued to at least one qualified occupant of each tethered vehicle
- A Letter of Access must be issued to each occupant of each tethered vehicle
- A defined destination or purpose must be provided (i.e. affected CI/KR).
- No Family Members or non essential personnel will be allowed, except for when Tier 3 status condition is present

3. Guidelines for Data Systems

A Statewide essential personnel registration and management system (for First Responders, Mutual Aid, Essential Personnel, etc.) that allows seamless transition through multiple jurisdictions following all mandatory evacuations (partial and /or otherwise) should be used.³

This Management Interface shall incorporate the following capabilities:

- Web Based Application (Internet Connectivity)
- Common Interoperability
- Real Time Access to Information

³ This is a general specification for entry; internal checkpoints within emergency zones may implement biometric authentication or other security requirements.

- User Friendly
- Secure Hosting (Personal Data is only used to verify Identity Claims)
- Commercial Off the Shelf (COTS)
- Supports Existing Infrastructure and Legacy Technology
- Common Data Formats
- Fully Operable under any local communications condition

4. Appendix A – Tiered Reentry Quick Reference Guide

- Accepted IDs** ID 1 - Must have a photo and was issued by a US State, the US Federal, a Canadian Provincial, or the Canadian Federal government. Unrestricted Foreign Passports must have Valid Entry Stamp (and US Visa for non-Visa waiver countries). ID 2 - Must meet the requirements of ID1, OR have a sponsoring organization’s (employer’s) logo. The photo of the cardholder printed on the ID is recommended.
- Spot Checks** Spot checks of the person’s IDs and Letter of Access (or inspection of the person’s record in the issuing registration system) may be conducted within the emergency zone or at a muster location on a case-by-case basis, as needed or appropriate.

Tier	OUTER PERIMETER / BASIC CHECK	INNER PERIMETER / DETAILED CHECK
<p>Tier ER</p> <p>Response</p>  <p>RED</p>	<p>IN UNIFORM / MARKED VEHICLE Access will be granted without restriction.</p> <p>IN CIVILIAN DRESS / UNMARKED VEHICLE</p> <ul style="list-style-type: none"> Visual inspection of the person’s Vehicle Placard. AS NEEDED: Visual inspection of at least two IDs, one of which must have a photo. OPTIONAL: Visual inspection of the person’s Letter of Access, or inspection of the person’s record in the issuing registration system. 	
<p>Tier One (1)</p> <p>Response Support</p>  <p>BLUE</p>	<ul style="list-style-type: none"> Visual inspection of the person’s Vehicle Placard. AS NEEDED: Visual inspection of at least two IDs, one of which must have a photo. OPTIONAL: Visual inspection of the person’s Letter of Access or inspection of the person’s record in the issuing registration system 	<ul style="list-style-type: none"> Visual inspection of the person’s Vehicle Placard. Visual inspection of at least two IDs, one of which must have a photo. Visual inspection of the person’s Letter of Access OPTIONAL: Inspection of the person’s record in the issuing registration system.
<p>Tier Two (2)</p> <p>Recover</p>  <p>GREEN</p>	<ul style="list-style-type: none"> Visual inspection of the person’s Vehicle Placard. AS NEEDED: Visual inspection of at least two IDs, one of which must have a photo. OPTIONAL: Visual inspection of the person’s Letter of Access or inspection of the person’s record in the issuing registration system. 	<ul style="list-style-type: none"> Visual inspection of the person’s Vehicle Placard. Visual inspection of at least two IDs, one of which must have a photo Visual inspection of the person’s Letter of Access OPTIONAL: Inspection of the person’s record in the issuing registration system.
<p>Tier Three (3)</p> <p>Rebuild</p>  <p>GREY</p>	<ul style="list-style-type: none"> Visual inspection of the person’s Vehicle Placard. AS NEEDED: Visual inspection of at least one photo ID OPTIONAL: Visual inspection of the person’s Letter of Access or inspection of the person’s record in the issuing registration system. 	<ul style="list-style-type: none"> Visual inspection of the person’s Vehicle Placard. Visual inspection of at least one photo ID Visual inspection of the person’s Letter of Access OPTIONAL: Inspection of the person’s record in the issuing registration system.

4.1 ESF Reference Table and Standardized Icons⁴

ESF	Description	Icon
ESF 1	Transportation	Future Version
ESF 2	Communications	Future Version
ESF 3	Public Works and Engineering	Future Version
ESF 4	Firefighting	Future Version
ESF 5	Emergency Management	Future Version
ESF 6	Mass Care, Emergency Assistance, Housing, and Human Services	Future Version
ESF 7	Logistics Management and Resource Support	Future Version
ESF 8	Public Health and Medical Services	Future Version
ESF 9	Search and Rescue	Future Version
ESF 10	Oil and Hazardous Materials Response	Future Version
ESF 11	Agriculture and Natural Resources	Future Version
ESF 12	Energy	Future Version
ESF 13	Public Safety and Security	Future Version
ESF 14	Long-Term Community Recovery	Future Version
ESF 15	External Affairs	Future Version
STATE SPECIFIC		
ESF 16 (LA)	Military Support To Civilian Authorities	Future Version

⁴ As of the date of publication of this SOP, DHS is still in the process of developing standardized ESF Icons. Future versions of this SOP will incorporate standardized icons for each ESF.

5. Appendix B – Sample Vehicle Placard

Tier 2 All Hazards Depicted. Adjust accordingly, including corresponding color banners and Tier designation, for other tiers. Font sizes must be as large as possible while still fitting in text.

- Placard shall have a ½” margin. All fonts shall be “Arial Black” and Bolded, all capitalized and shall be a minimum of 24pt font size, except for the Tier and ESF Indicator Zones.
- Event Name and Purpose / Destination Zone shall be white colored text on the corresponding tier color background (bounding box 8” (w) by 1.5” (h))
- The Tier Designator zone shall be 2” (w) x 1.5” (h) in size and have the corresponding tier color background. The font for the letters “ER” or the numerical digit (“1”, “2”, or “3”) shall be 80pt font size, white in color and do not have to be bolded. The color will be spelled out directly underneath and shall be 20pt font size.
- ESF Indicator Zone / icon shall be 2” (w) by 1.5” (h) in size. The letters “ESF” will appear on top of the ESF numerical digit and shall be 26pt font size. The numerical digits shall be 36pt font size
- Logos shall not exceed 4” x 4” in size.
- The unique number of the placard shall appear in between the two logos, rotated 90 degrees counter-clockwise. An **optional** 1D or 2D barcode can appear below or above this.

[Organization Logo]	NO: [UNIQUE #] (OPTIONAL: 1D/2D Barcode)	[State-Designated Logo]
[EVENT NAME] [PURPOSE / DESTINATION]		2 GREEN
[ORGANIZATION NAME]		ESF [#] <small>(or ESF Icon)</small>
[PERSON’S FULL NAME]		

6. Appendix C – Sample Letter of Access

Tier 2 All Hazards Depicted. Adjust accordingly, including corresponding color banners and Tier designation, for other tiers. Font sizes must be as large as possible while still fitting in text.

- All fonts shall be “Arial Black” and Bolded
- Event Name, Purpose/Destination, Organization Name and Person’s Full Name shall be Bold, Arial Black font and 14pt in size, white in color with the corresponding tier color background.
- Letter Body, Manager’s Contact Info and Person-Specific Zone must be Arial 11pt font (bolded font not necessary)
- Tier Designator text shall be a minimum of 48pt in size, white in color with the corresponding tier color background. The color name will appear underneath in 12pt Arial Black font, white in color.

7. Appendix D – List of Recognized IDs

All IDs should have the following information printed on the surface of the ID:

ID Card Element	Explanation
Cardholder’s Color Photo	Current Color Photo
Cardholder’s Name	First and Last Name (Middle Name Optional)
Agency Name	Name of Issuing Authority (e.g. Employer / Sponsor, Government Agency)
Agency / Organization Seal	Seal / Logo of Issuing Authority (e.g. Employer / Sponsor, Government Agency)
OPTIONAL: Tier Designator / Color	Red, Blue, Green or Grey Banding and Tier Indicators (ER, 1, 2, or 3)
OPTIONAL: NIMS ESF Standardized Icon	Standardized Icon representing the corresponding ESF category of the individual or the issuing authority
OPTIONAL: Electronic Validation Capability	ID may possess electronic validation technology. Examples include, but are not limited to: <ul style="list-style-type: none"> • AAMVA / Nat’l Sheriffs’ Assoc. Standard for Magnetic Stripe • AAMVA / Nat’l Sheriffs’ Assoc. Standard for 2D Barcodes • FIPS 201 Standard for Magnetic Stripe, Barcode or Contact / Contactless Smart Cards • TSA TWIC Standard for Magnetic Stripe, or Contact / Contactless Smart Cards • Proximity Technology (e.g. for Physical Access Control Systems)

The following IDs have been evaluated to provide a reasonable level of identity assurance. Most of the IDs listed are resistant to identity fraud, tampering and counterfeiting. Providers whose reliability has been established issue many of the IDs listed.

Credential Name	Description	Notes / Exceptions	Validation Source(s)
US State / US Territory Driver License	Issued by US State governments.	Photo Required.	Employer / Sponsor [State (DMV)]
US State / US Territory ID	Issued by US State governments.	Photo Required.	Employer / Sponsor [State (DMV)]
US State / US Territory Commercial Driver License (CDL)	Issued by US State governments.	Photo Required	Employer / Sponsor [State (DMV)]
US Passport	Issued by US Department of State	Includes Photo	Employer / Sponsor [ICAO (PKD)]
US Passport Card	Issued by US Department of State	Includes Photo	Employer / Sponsor [(DoS)]

Credential Name	Description	Notes / Exceptions	Validation Source(s)
Permanent Resident Card (Green Card)	Issued by US Citizen and Immigration Services	Includes Photo	Employer / Sponsor [US CIS (DHS)]
Employment Authorization Document (Form I-766)	Issued by US Citizen and Immigration Services. An ID card representing the ability to work in the US. New more secure version being issued starting May 11, 2010.	Includes Photo and fingerprint on face of card. Newer card has machine-readable text zone.	Employer / Sponsor [US CIS (DHS)]
Canadian Provincial ID / Driver License	Issued by Canadian Provincial Governments	Includes Photo	Employer / Sponsor [Province (DMV)]
Foreign Passport	Issued by foreign national governments around the world. Some moderate-risk countries do not have controlled registration and issuance practices. Some high-risk countries' passports (such as Cuba and Iran) are not accepted per the US Department of State.	Valid US entry stamp must be present in the passport.	Employer / Sponsor [ICAO (PKD)]
Employer / Sponsor ID Card	Issued by companies and organizations with offices and operations located in the US. Some moderate-risk and high-risk companies do not have controlled registration and issuance practices.	Requirement of a photo recommended...those IDs that do not have a photo should be accompanied by a US government-issued ID or passport.	Employer / Sponsor
Government-Issued Professional ID Card or Badge (Incl. Law Enforcement, Firefighter, etc.)	Issued by State, County and Municipal government organizations across the US. Some require prior professional certification.	Some do not have a Photo.	Employer / Sponsor [US Federal/State/City Govt.]
US Military ID (DoD CAC)	Issued by the US Department of Defense.	Includes Photo	Employer / Sponsor [DoD DMDC]
US Military Driver License	Issued by the US Department of Defense.	Requirement of a photo recommended.	Employer / Sponsor [DoD]

Credential Name	Description	Notes / Exceptions	Validation Source(s)
US Military Dependent's ID Card	Issued by the US Department of Defense.	Requirement of a photo recommended.	Employer / Sponsor [DoD DMDC]
US Transportation Worker ID Card (TSA TWIC)	Issued by the US Transportation Security Administration	Includes Photo.	Employer / Sponsor [US TSA (DHS)]
US Coast Guard Merchant Mariner Card	Issued by the US Coast Guard	Requirement of a photo recommended...those IDs that do not have a photo should be accompanied by a US government-issued ID or passport.	Employer / Sponsor [US Coast Guard]
Form I-872 American Indian Card	Issued by US Department of State	Includes Photo	Employer / Sponsor [(US DoS)]
Indian and Northern Affairs Canada Card	Issued to Indian tribe members in Canada. Reasonably strong credential.	Includes Photo	Employer / Sponsor [Indian and Northern Affairs Canada]
ILO Seafarer's ID Card	Issued by foreign national governments around the world. Used by sailors aboard vessels registered abroad. Stringent standards set by the International Labor Organization. Some moderate-risk countries do not have controlled registration and issuance practices. Some high-risk countries' ID cards (such as Cuba and Iran) are not accepted per the US Department of State.	Includes Photo	Employer / Sponsor [Foreign Govt.]
US First Responder ID Card or Placard	Issued by State, County and City governments and the Pegasus Program throughout the US. The number and type of security features used in some of these ID cards is lacking.	Some do not have a photo...those IDs that do not have a photo should be accompanied by a US government-issued ID or passport.	Employer / Sponsor [US State/City Govt.]
US Personal Identity	Issued by many US Federal	Includes Photo	Employer / Sponsor

Credential Name	Description	Notes / Exceptions	Validation Source(s)
Verification ID Card (PIV/FIPS-201)	agencies.		[US Federal/State/City Gvmt or Corporation]
NEXUS Card	Issued by US Customs and Border Protection. NEXUS cards are WHTI-compliant documents for land and sea travel, as well as air travel when traveling to and from airports using the NEXUS program, and provide expedited travel via land, air or sea to approved members between the U.S. and Canada border.	Includes Photo	Employer / Sponsor [US CBP]
SENTRI Card	Issued by US Customs and Border Protection. SENTRI cards are WHTI-compliant documents for entry into the United States by land or sea, and also provide expedited travel to approved members between the U.S. and Mexico border.	Includes Photo	Employer / Sponsor [US CBP]
FAST/EXPRES Card	Issued by the Canadian Border Services Agency. The FAST/EXPRES card provides expedited travel to pre-approved, low-risk commercial truck drivers crossing either the U.S./Mexico or the U.S./Canada border.	Includes Photo	Employer / Sponsor [Canadian Border Services Agency]
State Dept Diplomatic Driver License	Issued by US Department of State to diplomats, family members and eligible embassy staff living in the US or in US territories.	Includes Photo	Employer / Sponsor [(US DoS)]
State Dept Diplomatic ID Card	Issued by US Department of State to diplomats, family members and eligible embassy staff living in the US or in US	Blue Border for Diplomats and UN Officers. Green Border for Embassy Staff. Red Border for Career Consular Officers and	Employer / Sponsor [(US DoS)]

Credential Name	Description	Notes / Exceptions	Validation Source(s)
	territories.	Employees. Family members can also carry the same ID card.	
Civil Air Patrol ID	Issued by Civil Air Patrol, an auxiliary of the US Air Force. The number and type of security features used in this ID card is lacking.	Most include photo...those IDs that do not have a photo must be accompanied by a US government-issued ID or passport.	Employer / Sponsor [Civil Air Patrol]
FBI InfraGard ID	Issued by the FBI. The number and type of security features used in this ID card is lacking.	Does not include photo. Must be accompanied by a US government issued photo ID or passport.	Employer / Sponsor [FBI InfraGard]

8. Appendix F – Glossary of Terms and Abbreviations

Term or Abbreviation	Definition or Explanation
Credentialing	All the administrative processes that result in issuing, using, monitoring, managing, or revoking any or all of the elements necessary for a person to be credentialed, to include: <ol style="list-style-type: none"><li data-bbox="560 441 1347 472">1. Identity: Approved Identification Credentialing List (Appendix B)<li data-bbox="560 472 1437 535">2. Capabilities: Roles / Responsibilities, Certifications, Verifiable Training, Vetting<li data-bbox="560 535 1193 567">3. Affiliations: Employer, Memberships, Associations<li data-bbox="560 567 1437 640">4. Purpose: Have you been authorized by your Agency / Organization to respond to the incident at the present timeline (i.e. Tier 1 , Tier 2)

9. Appendix G – Sample Text for SOP Adoption

This SOP is primarily intended to serve the needs of law enforcement agencies and personnel in conducting law enforcement and security operations at checkpoints and within emergency zones during declared emergency events. Law enforcement agencies adopting this SOP may fully adopt it for purposes of implementing all aspects of this SOP, including issuance of Placards and LOAs, or, alternatively, may adopt it for coordination and transit purposes and to evidence intent to honor Placards and LOAs issued under this SOP by other jurisdictions. The following alternative sample language is provided for use by law enforcement agencies in adopting this SOP:

FULL ADOPTION BY LAW ENFORCEMENT

This SOP has been developed primarily to facilitate coordinated emergency preparedness, response and recovery by law enforcement agencies statewide and across state boundaries, within controlling policy guidance established by elected officials and emergency managers under applicable law. [Law Enforcement Agency Name] has adopted this SOP for purposes of fully implementing all operational aspects of this SOP within [Jurisdiction Name] during emergency events, including issuance of Placards and Letters Of Access for reentry into and use within this agency's jurisdiction.

OR ADOPTION BY LAW ENFORCEMENT FOR COORDINATION & TRANSIT

This SOP has been developed primarily to facilitate coordinated emergency preparedness, response and recovery by and between law enforcement agencies statewide and across state boundaries, within controlling policy guidance established by elected officials and emergency managers under applicable law. [Law Enforcement Agency Name] has adopted this SOP for coordination and transit purposes, to evidence intent to honor Placards and Letters Of Access issued under this SOP for purposes of transiting through [Jurisdiction Name] during emergency events, and for related operational purposes.

Public emergency managers and other types of agencies and entities also may adopt this SOP for purposes of facilitating interaction with adopting law enforcement agencies. The following sample language is provided for consideration by other agencies and entities.

This SOP has been developed primarily to facilitate coordinated emergency preparedness, response and recovery by and between law enforcement agencies statewide and across state boundaries, within controlling policy guidance established by elected officials and emergency managers under applicable law. [Agency or Entity Name] has adopted this SOP for purposes of facilitating interaction with law enforcement agencies which have adopted it.