

# Instructions for logging in to the Emergency Preparedness and Response Plan (EPR) template

- ⚙ As the person trained in *EPR in Child Care* you will complete the EPR Plan for your early learning and development program.
- ⚙ The North Carolina Emergency Preparedness and Response (EPR) Plan template is available on the North Carolina Risk Management Portal website: <https://rmp.nc.gov/portal/>.
- ⚙ Browsers that will be able to support the template include: Internet Explorer 9+, Firefox 20+, Chrome 20+ or Safari 6+.
- ⚙ Access to the template is password protected. To access the online template you will need the state ID known as an NCID.
- ⚙ You will follow two sets of directions to enter your EPR Plan template:
  - 1) Getting your NCID Username and Password
  - 2) Accessing the EPR Plan
- ⚙ Once you have finished the process, you will have access to the template and can begin work on the EPR Plan.

## Getting your NCID Username and Password

1. To get an NCID password, use one of the compatible browsers listed below.

### **Compatible browsers:**

Internet Explorer 8 or greater

*Internet Explorer 9 and 10 should have their "Compatibility view" Settings Checked*

Firefox 9 or greater

### **Incompatible Browsers:**

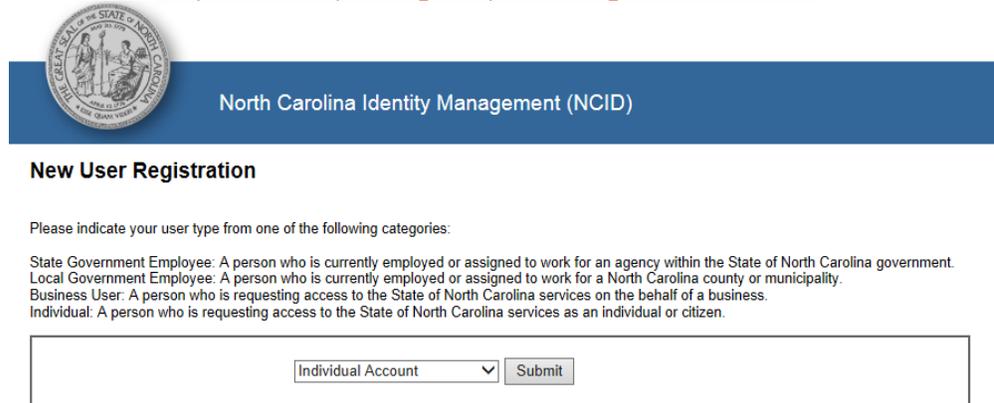
Google Chrome; Safari

\* Note: Since all computers have different servers, some computers will be able to use different versions successfully and some will not dependent on the security and build of the servers within their system. Therefore, some browsers may be incompatible or hit or miss.

Contact NC ITS Service Desk if you need assistance:

Phone: 919-754-6000 or  
Toll Free 1-800-722-3946  
Email: [its.incidents@nc.gov](mailto:its.incidents@nc.gov)

2. Go to <https://ncidp.nc.gov/pmf/Registration.html>



 North Carolina Identity Management (NCID)

### New User Registration

Please indicate your user type from one of the following categories:

State Government Employee: A person who is currently employed or assigned to work for an agency within the State of North Carolina government.  
Local Government Employee: A person who is currently employed or assigned to work for a North Carolina county or municipality.  
Business User: A person who is requesting access to the State of North Carolina services on the behalf of a business.  
Individual: A person who is requesting access to the State of North Carolina services as an individual or citizen.

Individual Account

3. Choose Individual Account and click Submit.

4. You will be taken to the below screen:

## New User Registration

### Create Individual account

You must activate your account within 3 days after registering or it will be deleted. To do this, you must open the email message that will be sent to the email address you provide here during registration, and click on the URL link to activate your account.

**Important!**

To ensure that NCID messages will always be delivered to your Inbox, please verify that your email client and email provider are set up to accept messages from [ncid.notifications@nc.gov](mailto:ncid.notifications@nc.gov) before you complete the registration form below.

<b>Requested UserID:</b>	<input type="text"/>	(* Required)
<b>Prefix:</b>	<input type="text" value="v"/>	(Optional)
<b>First Name:</b>	<input type="text"/>	(* Required)
<b>Middle Initial:</b>	<input type="text"/>	(Optional)
<b>Last Name:</b>	<input type="text"/>	(* Required)
<b>Suffix:</b>	<input type="text" value="v"/>	(Optional)
<b>EMail Address:</b>	<input type="text"/>	(* Required)
<b>Confirm EMail Address:</b>	<input type="text"/>	(* Required)
<b>New Password:</b>	<input type="text"/>	
<b>Re-enter New Password:</b>	<input type="text"/>	



Enter the words above:

[Refresh CAPTCHA](#)  
[Get an audio CAPTCHA](#)  
[Help](#)

5. Complete the requests on the NCID website that ask for the following information:
  - o Requested user ID (Suggested user name should include the following: first initial and last name eg. jsmith)
  - o Name
  - o Email address (This email address should be one that is checked on a regular basis.)
  - o Password

- o Enter the CAPTCHA word and/or series of numbers (In the example above, you would enter 1708 in the box).
6. Next you will provide answers to a few questions that will verify your identity. You choose the questions you want to answer. If your NCID needs to be reset, you will be asked to answer those questions for security purposes.

Notice: Password policy requires that you set up your Challenge Questions

Please note that you will need to remember the answers to these questions in order to reset your password in the future if you forget your password. Please do not store these answers in written form where another person can access them. Please provide answers that are short, easy to remember, and are things that others won't know about you.

Self Service Challenges/Responses	
You must select the challenge questions from the drop down lists below and provide your answers in the space provided.	
3 of the following questions will be displayed when authenticating using your Challenge/Responses.	
What was the name of your first pet? ▼	
Which city were you born in? ▼	
What was your childhood nickname? ▼	
Please select a question ▼	
Please select a question ▼	

7. Click Create account.
8. Watch for an email from [ncid.notifications@nc.gov](mailto:ncid.notifications@nc.gov).
9. Confirm your request within 3 days. This completes your NCID registration.

## Accessing the EPR Plan

1. Go to the Risk Management Portal website  
<https://rmp.nc.gov/portal/portal.aspx>.
2. Click on the Planning Tools tab.
3. Click on the black and white Child Care Emergency Preparedness and Response Plan template.

This page provides password-protected access to helpful tools for generating risk management plans. Each Risk Management Plan tool focuses on a specific hazard and/or vulnerable asset. Each tool provides hazard and vulnerability identification, consequence analysis, and development of risk management strategies.

-   
[Child Care Emergency Preparedness and Response Plan](#)
-   
[County Disaster Recovery Plan](#)
-   
[Emergency Action Plan for Dams](#)
-   
[Flood Risk Management Plan](#)
-   
[Licensed Care Facility Risk Management Plan](#)
-   
[Mental Health Care Facility Risk Management Plan](#)

Contact Us: North Carolina Division of Emergency Management, Geospatial & Technology Management | 4201 Mail Service Center | Raleigh, NC 27699-4201 | Phone: (919) 825-2500

4. Enter your NCID user name and password.

## Login

Please enter your NCID username and password. [Register](#) if you don't have an account.

### Account Information

Username:

Password:

Keep me logged in

OK

5. The EPR Plan will now be in color.

The screenshot shows the 'Risk Management Portal' website. The header includes the North Carolina logo and the text 'Risk Management Portal' with the tagline 'Preparing and protecting North Carolina's greatest assets'. Below the header are navigation tabs: 'Home', 'Mapping and Analysis', 'Planning Tools' (which is highlighted), and 'Clearinghouse'. A descriptive paragraph states: 'This page provides password-protected access to helpful tools for generating risk management plans. Each Risk Management Plan tool focuses on a specific hazard and/or vulnerable asset. Each tool provides hazard and vulnerability identification, consequence analysis, and development of risk management strategies.'

Below the text are six tool cards, each with a thumbnail image and a title:

- Child Care Emergency Preparedness and Response Plan**: The thumbnail shows a group of people, with a red arrow pointing to it from the left.
- County Disaster Recovery Plan**: The thumbnail shows aerial imagery of a landscape with a white structure.
- Emergency Action Plan for Dams**: The thumbnail shows a document cover titled 'Ridgefield Subdiv. SWDP Dam 14 Emergency Action Plan (EAP)'.
- Flood Risk Management Plan**: The thumbnail shows a map of a region with a legend.
- Licensed Care Facility Risk Management Plan**: The thumbnail shows an aerial view of a large facility.
- Mental Health Care Facility Risk Management Plan**: The thumbnail shows an aerial view of a facility.

6. Click on Child Care Emergency Preparedness and Response Plan to access the landing page of the Plan.

7. Click on the down arrow and follow the instructions to begin work on your plan.