

August 14, 2020

National EMS Coordinated Database Management of Suspected or Realized Cyber Breach Policy

Purpose and Scope

The policy provides for notification and management of suspected or realized Cyber Breach that involves NEMSCD information.

Definitions

Commission – The national administrative body of which all states that have enacted the Interstate Recognition of Emergency Medical Services Personnel Licensure Interstate Compact (REPLICA)

Compact – The Recognition of Emergency Medical Services Personnel Licensure Interstate Compact (REPLICA)

Member States – State EMS Offices that are members of the Compact or organizations authorized by Member States to submit data into NEMSCD on their behalf

NEMSCD – National EMS Coordinated Database, a database and reporting system capable of collecting, storing, safeguarding, and accessing information related to the licensure of all licensed individuals in Member States and any significant investigative information or adverse action taken against those persons or their licenses

NEMSCD - Administrator – The Director of Stakeholder Partnerships, appointed by the Executive Director as the delegated National Registry official responsible for the administration of NEMSCD.

Responsibilities

All National Registry staff are responsible to immediately notify the Director of Information Technology of any known or suspected breach of information or information technology systems, including NEMSCD.

Director of Information Technology is responsible to determine if NEMSCD information was involved in any known or suspected breach, to immediately notify the Executive Director and NEMSCD Administrator and activating the incident response and mitigation efforts.

NEMSCD Administrator is responsible for convening and leading the incident management team for response, mitigation, and recovery.

Procedures

If a known or suspected breach involves NEMSCD:

1. National Registry Staff will immediately notify the Director of Information Technology of known or suspected breach of information or information technology systems.
2. The Director of Information Technology will immediately notify the Executive Director and NEMSCD Administrator.
3. The Director of Information Technology will determine if NEMSCD information was compromised in the known or suspected breach as soon as possible.
4. If the breach includes NEMSCD information, the NEMSCD Administrator will convene an incident management team as soon as possible, but no later than one business day from notification.
 - a. The NEMSCD Administrator will notify the Commission as soon as possible, but in no event later than 24 hours of the identification of the known or suspected breach.
 - b. The Incident management team will include at least one member appointed by the Commission and such National Registry staff as necessary.
 - c. The NEMSCD Administrator will lead and coordinate the activities of the incident management team.
 - d. The member appointed by the Commission shall assist with coordinating communication with Member States subject to direction from the Commission.
5. The NEMSCD Administrator shall consult with legal counsel to determine if there are any Federal or State breach notification requirements that the National Registry must fulfill. The National Registry will comply with all of its Federal and State legal requirements as a result of the breach.
6. The incident management team will remain active as long as needed to resolve the incident. The NEMSCD Administrator is responsible for determining appropriate closing processes for the incident management team.

Rationale

Effective Information Security requires a planned and methodical approach to known or suspected breach of information technology systems. Because NEMSCD operates under agreement with the Commission, rapid notification, and participation in management of the breach is needed.

Related Policies, Procedures and Forms

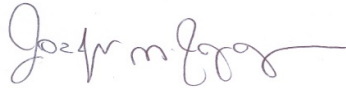
Information System Security Policy

NEMSCD Information Security Policy

References

Agreement Between Interstate Commission for EMS Personnel Practice and National Registry of Emergency Medical Technicians, executed June 29, 2018

Rules of the Interstate Commission for EMS Personnel Practice, www.emscompact.gov

A handwritten signature in black ink, appearing to read "Joseph M. Schmider". The signature is fluid and cursive, with a long horizontal stroke at the end.

Joseph Schmider, Chair

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