


LDH Emergency Employee Database (EED) Policy

	Louisiana Department of Health (LDH)	
	Policy Number	115.2
	Content	LDH policy on the utilization of the Emergency Employee Database (EED)
	Effective Date	April 10, 2017
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I. STATEMENT OF POLICY

A. Purpose

The Louisiana Department of Health (LDH) is committed to protecting the life, health, and property of Louisiana citizens in the case of an emergency/disaster. LDH has developed the Emergency Employee Database (EED) as an electronic database to replace the primarily paper-based scheduling of emergency operations. The EED was created with the intent of providing a mechanism to gain better visibility on the changing landscape of LDH and will better assist with the scheduling of emergency preparedness functions/duties statewide. The EED will also serve to populate the automated HR 48 form. Using the EED to input personnel data onto the HR 48 will reduce potential errors and assist in the correct documentation of employees' time spent responding to declared emergencies. Due to this auto-population, it is **imperative** that time administrators update the EED in a timely fashion. LDH has established this Emergency Employee Database Policy to inform employees of the intent and correct usage of the EED and to hold those employees having access accountable for their entries. Employee EED assignments for an all-hazards response may include but **are not** limited to the following medical operations:

- Medical Special Needs Shelters
- Emergency Operations Center (State/LDH/Regional)
- Receiving, Staging and Storing
- Parish Pick Up Points

- Bus Triage
- Disaster Supplemental Nutrition Assistance Program (DSNAP)
- Points of Dispensing (PODS)

II. AUTHORITY

Through La. Revised Statutes 29:721-736 the Governor delegated to the Director of the Governor’s Office of Homeland Security and Emergency Management (GOHSEP) responsibility for implementing the Louisiana State Emergency Operations Plan (LEOP) when a state of emergency has been declared. The Statutes and the LEOP establish the responsibilities of the executive branch for delivering emergency services. Overall authority is delineated in La. R. S. 29:721-736.

In order for LDH to respond efficiently and effectively in times of emergency/disaster, the State Health Officer is designated as the official representative of the Secretary of LDH, who has responsibility for the general control of the department and its offices during emergencies/disasters. The State Health Officer, in consultation with and under the direction of the Secretary, will make decisions and utilize resources (personnel, materials, supplies, equipment, facilities and funds) in providing operational and technical support during emergencies/disasters.

1. The State Health Officer and the LDH Emergency Preparedness Director will work directly with the GOHSEP Director and/or his designee in the State Emergency Operations Center during trainings, exercises and actual emergencies/disasters as requested by GOHSEP.
2. The LDH Emergency Preparedness Director will work directly for the State Health Officer to execute and coordinate the LDH agency response plan(s).
3. Under the direction of the State Health Officer and the LDH Emergency Preparedness Director, the LDH Emergency Operations Center (EOC) is responsible for coordination of the emergency response activities of LDH agencies statewide.

III. RESPONSIBILITIES

A. Time Administrator Responsibilities

1. At a minimum, the time administrators shall update the EED twice a month during the months of May-November and once a month during the months of December-April. The Assistant Secretaries may request that their offices’ information be updated more frequently, and the time administrators shall comply with such requests. Additionally, the time administrator shall update the EED upon receipt of a change of any of the information listed in paragraph 3. It should be noted that all employee are responsible for keeping their information current and should report changes to the time administrator immediately.

2. Time Administrators shall update all employee information, input new employee information, and transfer employees as needed to keep the system current by running necessary reports. Time administrators are to keep their office Emergency Preparedness (EP) Designee updated of retired, terminated, transferred, or newly hired staff so that all employees can be assigned emergency duties.

3. The information below will be manually keyed into the EED by Time Administrator:
 - Name (First, Middle, and Last)
 - Employee Personnel Number
 - Civil Service Title
 - Employee Status (full or part time)
 - Does the employee work from home regularly (3-4 days a week)
 - If the employee is a state eligible driver
 - Parish of Residence
 - Parish of Work
 - Work Schedule
 - Home, work, and mobile phone numbers
 - Home and work email addresses
 - Physical home address
 - Office/Section/Division/Unit
 - Employee Direct Supervisor Name
 - Personal Emergency Contact Information
 - Professional Licenses/Certifications
 - Employee is DSNAP Trained

4. Time Administrators are to work closely with their offices' EP Designee to ensure all LDH Emergency Response Sites' rosters are complete by April 30th to ensure staff are properly trained and informed of their assignments for that calendar year.

5. It is recommended Time Administrators run the "Employees by Section" report to ensure all their employees are in the EED. Time Administrators are to update all employee information, input new employees, and transfer employees.

6. The Time administrator should then run the "Assignments by Section" and the "Employees on Sustainment" reports to ensure all employees have assignment(s) with exception to those on the sustainment report. *(Note the names from these two reports should match those on the "Employee by Section" report for auditing purposes.)*

7. Time administrators are to keep their Emergency Preparedness Designee (EP Designee) for their office updated of retired, terminated, transferred, or new hires so the employee can be assigned an emergency assignment(s) or take on the duties the previous incumbent held.

8. Time administrators are to run the automated HR48 **pre-disaster** (with the event name) for employees they enter time for. It is recommended your sections' employees receive **two** copies of the automated HR-48. Time administrators are to remind their employees that are scheduled, or may be called out, to bring the two copies of their automated HR48 provided to their designated site's sign in table.

B. Human Resources Responsibilities

Should a LDH employee arrive at a designated EP work site without their two copies of the automated HR48 provided by the time keeper, the LDH Human Resources staff assigned to the LDH Emergency Preparedness site (sign in table) shall print the automated HR48 (two copies) and merge them into the sites' existing HR48's for that work week.

C. Offices' EP Designee Responsibilities

1. Each of the following Offices within LDH should have an EP Designee:
 - a. Office of the Secretary/Office of Management and Finance
 - b. Office of Public Health
 - c. Office of Behavioral Health
 - d. Office for Citizens with Developmental Disabilities
 - e. Office of Aging and Adult Services
2. It is the responsibility of the EP Designee, with collaboration of the OPH Regional Incident Commander/Public Health Emergency Response Coordinator (PHERC) or LDH EOC Incident Commander, to ensure all employees within their office are assigned to LDH emergency response location(s), shift(s), and duty assignments and that those assignments are input into the EED.
3. The EP Designee should also work closely with their time administrators and OPH Regional Incident Commander/PHERC to ensure data in the EED is accurate and up to date.
4. EP Designees should meet with their Assistant Secretary/Appointing Authority once annually, preferably before April 1, to review their offices' employees assigned as "Sustained."
 - a. "Sustained" employees are those employees that report to their normal duties during an emergency event.

Please note that once an official office closure is issued by the Division of Administration these “sustained” employees may be called on to work at a LDH Emergency Response Site.

5. Only the EP Designee can input the following data into the EED for their offices' employees:
 - a. Personal/Medical Limitations
 - b. Emergency response location(s), shift, and duty assignment
 6. EP Designees shall work with Time Administrators and/or directly with the LDH employee, to obtain updated personal/medical limitation statements before April 1st of each year.
 7. EP designees should check the “Employees Unassigned, Not Sustained” report and the “Employees of Sustainment” report bi-weekly to ensure all their offices employees are assigned accordingly.
 8. EP designees are to work closely with their Time Administrators, OPH Regional Incident Commanders/PHERCS and the LDH EOC Incident Commander to ensure all LDH Emergency Response Sites' rosters are complete by April 30th to ensure staff is properly trained and know their assignment for that calendar year.
- D. OPH Regional Incident Commander/PHERC and the LDH EOC Incident Commander, or their designee, Responsibilities:
1. The OPH Regional Incident Commander/PHERC and the LDH EOC Incident Commander, or their designee, should check their rosters regularly (via the EED) for staffing gaps and should work with their regional sister agency counterparts and/or EP Designee to fill those gaps immediately.
 2. It is the responsibility of Regional Incident Commander and the LDH EOC Incident Commander, or their designee to call out staff (via Communicator as a primary or phone tree as secondary) assigned to their emergency response site, should an activation occur.
 3. OPH Regional Incident Commanders/PHERC and the LDH EOC Incident Commander, or their designee, shall notify the affected LDH employee and their EP Designee of any staffing changes that may occur on their emergency response site roster.

4. OPH Regional Incident Commanders or their designee shall notify the LDH Center for Community Preparedness (CCP) of any gaps in regional emergency response site rosters by May 1 so resources can be identified. In turn, the CCP will notify the LDH Director of Emergency Preparedness via the staffing gap assessment report.

5. OPH Regional Incident Commanders and the LDH EOC Incident Commander shall work closely with their regional sister agency counterparts inclusive of the Human Service Districts and/or EP Designee to ensure all LDH Emergency Response Sites' rosters are complete by April 30th to ensure staff are properly trained and know their assignments for that calendar year.

IV. DISCIPLINARY ACTIONS

Violations of this policy may result in disciplinary action up to and including dismissal.

V. REFERENCES

1. La. Revised Statute 29:721-736
2. LDH Policy 65.2 Emergency Preparedness (All Hazards Response)

VI. REVISION HISTORY

Date	Revision
November 12, 2015	Policy created
April 10, 2017	Policy revised
	Policy revised