


# LDH Emergency Employee Database (EED) Policy

	<b>Louisiana Department of Health (LDH)</b>	
	<b>Policy Number</b>	115.3
	<b>Content</b>	LDH policy on the utilization of the Emergency Employee Database (EED)
	<b>Effective Date</b>	November 8, 2019
	<b>Inquiries to</b>	Office of Management and Finance P. O. Box 629 Baton Rouge, Louisiana 70821-0629 Phone: (225) 342-1139 Fax: (225) 342-5568

LDH is committed to fostering, cultivating and preserving a culture of equity, diversity and inclusion. Our human capital is the most valuable asset we have. The collective sum of the individual differences, life experiences, knowledge, inventiveness, innovation, self-expression, unique capabilities and talent that our employees invest in their work represents a significant part of not only our culture, but our Department’s reputation and achievement as well.

If there is a discrepancy between an LDH Policy and a Program Office or facility policy, the LDH policy shall govern/override/supersede the conflicting section within the Program Office or facility policy.

## I. STATEMENT OF POLICY

### A. Purpose

The Louisiana Department of Health (LDH) is committed to protecting the life, health, safety, 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 visibility of available personnel and will better assist with the scheduling of emergency preparedness functions/duties statewide for LDH employees. The EED will also serve to populate the automated HR 48 form, which in turn should help 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 emergency preparedness operations:

- Medical Special Needs Shelters
- Emergency Operations Center (State/LDH/Regional)
- Receiving, Staging and Storing
- Parish Pick Up Points
- Bus Triage
- DCFS Shelter Support Team
- Points of Dispensing (PODS)

## II. AUTHORITY

Pursuant to the authority granted in La. R.S. 29:721-736, the Governor delegated to the

Director of the Governor's Office of Homeland Security and Emergency Management (GOHSEP) the responsibility for implementing the Louisiana State Emergency Operations Plan (LEOP) when a state of emergency has been declared. The Statutes and the LEOP further establish the responsibilities of the executive branch for delivering emergency services, or Emergency Support Functions (ESFs), in each executive agency's area of function.

In order for LDH to respond and provide support efficiently and effectively in times of emergency/disaster, the State Health Officer is designated as the official representative of the LDH Secretary assigned to GOHSEP, 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 (*i.e.*, personnel, materials, supplies, equipment, facilities, and funds) to provide 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 (EOC) 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, and the LDH EOC is responsible for coordination of the emergency response activities of LDH agencies statewide.

### **III. RESPONSIBILITIES**

#### **A. General Responsibilities**

1. All LDH employees, and contract workers with emergency preparedness roles, shall have a digital file created in the EED within 30 days of hire. This policy does not apply to “exempt” employees such as student workers or “When Actually Employed (WAE)” employees whose jobs duties are not explicitly related to emergency preparedness.
2. LDH employees designated as a “Timekeeper” or “Emergency Preparedness Scheduler” may receive access to the EED. Requests for access shall be made to the EED administrator by either their respective Bureau, Division, Section, Unit Director/Chief or the agency Appointing Authority to the EED Administrator. Information provided to the EED Administrator shall include the following:
  - a. The name of the employees who shall receive access

- b. The specific level of access that will be needed for the employee (Timekeeper or Scheduler)
- c. The username of the employee who shall receive access
- d. The name of the employee who previously had access to the EED, and is being replaced by a new employee.

## B. Time Administrator Responsibilities

1. At a minimum, the time administrators shall update the EED twice a month during the months of May through November and once a month during the months of December through April. Bureau/Division/Section/Unit Chiefs/Directors or agency Appointing Authorities 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 notification from an employee that any of the information listed in Section 2(c) has changed. Each LDH employee is responsible for alerting their time administrator of any changes to the information in Section 2(c) that may occur outside of the normal updating period.
2. Time administrators shall update all employee information, input new employee information, and transfer employee information as needed to ensure records are as accurate as possible.
  - a. The time administrator will provide new hires with a copy of the Emergency Employee Directory Form (EEDF) (see Appendix A), within 7 days of arriving to the agency.
  - b. The new hire shall be given 48 hours to complete and return the EEDF to the time administrator.
  - c. Once the time administrator has received the completed EEDF from the employee, the time administrator shall access the EED and use the search function to determine if an active or inactive file exists for that employee. If a file exists, the time administrator should update the file with the data listed in Section 2 (c)i- 2(c)xv. If no file exists, the time administrator shall create a new employee listing by entering the following required data into the system:
    - i. Employer Type
    - ii. First and Last Name
    - iii. Employee Personnel Number
    - iv. Parish of Residence

- v. Work Status
- vi. Employee Work Schedule
- vii. Parish of Residence
- viii. Work Parish
- ix. Official Civil Service Title
- x. Work and Cell Phone Numbers
- xi. Work and Home Email Addresses
- xii. Employee Physical Address
- xiii. Direct Supervisor's Name
- xiv. Employee Section
- xv. Emergency Contacts

***\*NOTE: Data from Section 2(c)i through 2(c)xv are required to create an employee's digital file. If any of the above data is not provided, the EED will not allow the time administrator to create the file.***

- d. After all information in Section c has been entered, the time administrator will be allowed to add license/certification information into the EED for the employee.
3. After the employee's digital file has been created, the time administrator shall notify his/her office Emergency Preparedness Designee (EP Designee) of EED file updates to ensure that all LDH Emergency Response Sites' rosters are completed by April 30<sup>th</sup> and to ensure staff are properly trained and informed of their assignments for that calendar year.
  4. Time administrators shall distribute the EEDF to employees bi-annually in April and December to ensure that any major changes in the employee's record are accurately captured in the employee's file. Once distributed, the employee shall return the completed EEDF to the time administrator within 48 hours. Employees who have no changes to the EEDF are to check a radio box on the form that will indicate all information on the form is correct as of that time. This bi-annual verification of the EEDF is in addition to, and not a replacement for, time administrators updating the EED twice per month during the months of May through November and once per month during the months of December through April.

5. When an employee has retired, transferred, resigned, expired, or has been terminated, the time administrator shall deactivate the employee's EED digital file.
6. Time administrators shall consistently communicate with his/her office Emergency Preparedness (EP) designee and inform them of when updates have been made regarding retired, deceased, terminated, transferred, or newly hired staff.
7. It is recommended that time administrators generate the "Employees by Section" report to ensure that all of their employees have complete and accurate digital files in the EED.
8. The time administrator should then run the "Employee Assignments by Section" and the "Employees on Sustainment" reports to ensure that all employees have assignments(s) with the exception of those on the sustainment report. \*Note: the employee names from these two reports should match those on the "Employee by Section" report for auditing purposes.)
9. Time administrators are to run the automated HR-48 (Employee Timesheet report in the EED) pre-disaster (with the event name listed) for the employees for whom they enter time. It is recommended that time administrators distribute two copies of the automated HR-48 to their employees. Time administrators shall remind their employees who are scheduled for duty during an emergency event, or may be called out to perform such duties, to bring the two copies of their automated HR-48 to their designated site's registration table.

#### C. Human Resources Responsibilities

1. Should an LDH employee arrive at a designated EP worksite without their two copies of the automated HR-48 provided by the time administrator, the LDH Human Resources staff assigned to the LDH Emergency Preparedness site (registration table) shall access the EED, print two copies of the automated HR-48, and merge them into the sites' existing HR-48 documents for that work week.

#### D. Agency EP Designee Responsibilities

1. LDH Agencies noted below shall have an EP Designee who is a Full Time Equivalent (FTE) LDH employee
  - a. Office of the Secretary/Office of Management and Finance
  - b. Office of Public Health
  - c. Office of Behavioral Health
  - d. Office of Citizens with Developmental Disabilities
  - e. Office of Aging and Adult Services
  - f. Office of Women's and Community Health
  
2. It is the responsibility of the EP Designee, with collaboration of the OPH Regional Incident Commander/Public Health Emergency Response Coordinator (PHERC) or the LDH EOC Incident Commander, State EOC Floor designee, and the ESF-8 Data Cell Manager to ensure that all employees within his/her office are assigned to LDH emergency response locations, shifts, and duty assignments, and that those assignments are entered into the EED.
  
3. The EP Designee should meet with their Agency Appointing Authority once annually, before April 1, to review his/her office's employees that are assigned as "Sustained."
  - a. Sustained employees are those employees that do not report to their normal duties or their normal work locations during an emergency event.
  - b. No employees shall be added to the Sustained list after April 1<sup>st</sup> of each year unless the employee has a condition that is a qualifying disability as defined by the ADA that may prevent them from being able to fulfill the emergency duties.
    - i. In this circumstance, the employee must submit a request for accommodation to Human Resources in accordance with LDH Policy #81 –Americans with Disabilities Act. Once the ADA request is received by Human Resources, the ADA review team will review the request as part of the ADA Interactive Process. The ADA review team may require additional information from the employee, the supervisor, or the healthcare provider. Once all required information is obtained and reviewed, the ADA team will issue an *LDH ADA Request-Approval/Denial* form to the employee and the supervisor. The employee's supervisor shall notify the agency EP designee

when an ADA exception has been approved. The EP Designee shall notate this exception in the EED by checking the ADA radio box on the limitations tab. The EP Designee shall then work with the emergency worksite incident commander/PHERC, ESF-8 Data Cell Manager, or State EOC Designee to ensure assignment updates meet the ADA exception.

***\*Note: Once an official office closure is issued by the Division of Administration, "Sustained" employees may be called to work at an LDH Emergency Worksite if so directed by their Assistant Secretary or Appointing Authority.***

- c. "Agency Response Team" employees are those employees deemed necessary for the continuity of operations of their agency, and will report to their normal duties or their normal work locations during an emergency event.
  - d. No employees shall be added to an Agency Response Team after April 1<sup>st</sup> of each year unless the employee has been promoted to a position that requires him/her to maintain normal office duties during an emergency.
    - i. In this circumstance, a written description of the employee's new office duties that clearly explains why the staff member should be placed on the agency response team must be provided to the EP Designee and signed by the employee's respective Appointing Authority.
4. Only the EP Designee can input the following data into the EED for his/her Agency's employees:
    - a. Personal/Medical Limitations
    - b. Emergency worksite location, shift, and duty assignment
  5. Each EP Designee should check the "Employees Unassigned, Not Sustained" report and the "Employees on Sustainment" report on a weekly basis to ensure that all of his/her agency's employees are assigned accordingly.
  6. EP designees are to work closely with their time administrators and emergency worksite incident commanders to ensure that all LDH Emergency Worksite's rosters are complete by April 30<sup>th</sup> and to ensure that staff are properly trained and are aware of their assignments for that calendar year.



- E. OPH Regional Incident Commander/PHERC, LDH EOC Incident Commander or their designee, State EOC Designee, and ESF-8 Data Cell Manager Responsibilities
1. All emergency worksite incident commanders or their designees, should check their rosters regularly (via the generation of EED assignment reports) 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 the emergency worksite commanders to contact staff (via Communicator as a primary method or phone tree as a secondary method) to report to their assigned emergency response site, should an activation occur.
  3. Emergency worksite Incident Commanders shall notify the affected LDH employee and his/her EP Designee of any staffing changes that may occur on their emergency worksite roster by April 30<sup>th</sup> annually.
  4. OPH Regional Incident Commanders or their designee shall notify the LDH Bureau of Community Preparedness (BCP) of any gaps at their regional emergency response site by May 15<sup>th</sup> via a staffing gap analysis report. The BCP will forward the analysis report to the LDH Director of Emergency Preparedness for further action.

#### **IV. DISCIPLINARY ACTIONS**

Any employee who violates this policy may be subject to disciplinary action up to and including dismissal from employment.

#### **V. REFERENCES**

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

#### **VI. REVISION HISTORY**

<b>Date</b>	<b>Revision</b>
November 12, 2015	Policy created
April 10, 2017	Policy revised
November 8, 2019	Policy revised
November 10, 2021	Housekeeping Change – Section III.C.c.ii (Page 6)
November 1, 2022	Policy revised

## APPENDIX A: EMERGENCY EMPLOYEE DIRECTORY FORM (EEDF)

### EMERGENCY EMPLOYEE DIRECTORY FORM

Name (First, Middle, Last)		Employee Number (P#)	
Work Schedule			
Civil Service Title			
Cell Phone		Home Parish	
Home Phone		Work Parish	
Work Phone		Work Status FT/PT	
Work Email		Home Email	
Physical Address			
City		State	
Zip Code		Mailing Address (if different)	
Work Section		Name of Supervisor	
Emergency Contact Name		Relationship	
Cell Phone		Home Phone	
Work Phone		Email	
<i>Optional</i>			
2 <sup>nd</sup> Emergency Contact Name		Relationship	
Cell Phone		Home Phone	
Work Phone		Email	
<i>Optional</i>			
3 <sup>rd</sup> Emergency Contact Name		Relationship	
Cell Phone		Home Phone	
Work Phone		Email	
Licenses & Certifications			