


LDH Emergency Employee Database (EED) Policy

	Louisiana Department of Health (LDH)	
	Policy Number	115.3
	Content	LDH policy on the utilization of the Emergency Employee Database (EED)
	Effective Date	November 8, 2019
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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/overrule/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 medical 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 Surgeon General is designated as the official representative LDH assigned to GOHSEP, who has responsibility for the general control of the department and its offices during emergencies/disasters. The Surgeon General 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 Surgeon General and the LDH Emergency Preparedness Director will work directly with the GOHSEP Director and/or their 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 Surgeon General to execute and coordinate the LDH agency response plan(s).
3. Under the direction of the Surgeon General and the LDH Emergency Preparedness Director, the LDH 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 notification from an employee that any of the information listed in paragraph 3 has changed. It should be noted that each LDH employee is 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 regarding any and all retired, deceased, 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 the time administrator:
 - Name (First, Middle, and Last)
 - Employee Personnel Number
 - Civil Service Title
 - Employee Status (full or part time)
 - Whether the employee works from home regularly (3-5 days a week)

- Whether the employee is eligible to drive vehicles to conduct official state business.
 - Parish of Residence
 - Parish of Work
 - Work Schedule
 - Home, work, and mobile phone numbers
 - Home and/or work email address
 - Physical home address
 - Office/Section/Division/Unit
 - Employee Direct Supervisor Name
 - Personal Emergency Contact Information
 - Professional Licenses/Certifications
4. Each time administrator is to work closely with their respective office's EP Designee to ensure that all LDH Emergency Response Sites' rosters are completed by April 1st, and to ensure staff are properly trained and informed of their assignments for that calendar year.
 5. It is recommended that time administrators run the "Employees by Section" report to ensure that all of their employees are in the EED. Time administrators must update all employee information, input new employees, and transfer employees as updated information becomes available.
 - a. The time administrator should then run the "Assignments by Section" and the "Employees on Sustainment" reports to ensure that all employees have assignment(s) with the exception of those on the sustainment report. (Note the names from these two reports should match those on the "Employee by Section" report for auditing purposes.)
 6. Time administrators are to keep their Emergency Preparedness Designee (EP Designee) for their office updated on any retired, terminated, transferred, or newly hired employees so the employee can be assigned an emergency assignment(s), or they can assume the duties held by the previous incumbent.
 7. Time administrators are to run the automated HR-48 pre-disaster (with the event name) for the employees for whom they enter time. It is recommended that your sections' employees receive two copies of the automated HR-48. Time administrators are to 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 that were provided to their designated site's sign in table.

B. Human Resources Responsibilities

Should an LDH employee arrive at a designated EP work site without their two copies of the automated HR-48 provided by the timekeeper, the LDH Human Resources staff assigned to the LDH Emergency Preparedness site (sign in table) shall print two copies of the automated HR-48 and merge them into the sites' existing HR-48's for that work week.

C. Responsibilities of an Office's EP Designee

1. Each of the following Offices within LDH shall have an EP Designee who shall be an LDH employee:
 - 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
 - f. Office of Women's Health 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, to ensure that 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 that the data in the EED is accurate and up to date.
4. Each EP Designee should meet with their Assistant Secretary/Appointing Authority once annually, before April 1, to review their office's employees that are assigned as "Sustained."

- a. "Appointing Authority" means an officer or employee authorized by statute or by a lawfully delegated authority to make appointments to positions in the State Civil Service.
- b. "Sustained" employees are those employees that report to their normal duties or normal work locations during an emergency event.
- c. No employees shall be added to the Sustained list after April 1st of each year unless one of the following is met:
 - i. The employee has been promoted to a position that requires them to maintain normal office duties during an emergency. In this circumstance, a written description of the employee's new office duties that clearly explains why the staff member should be placed on sustainment must be provided to the EP designee and signed by the employee's respective Assistant Secretary or Director.
 - ii. The employee has a medical condition that is a qualifying disability as defined by the Americans with Disabilities Act that may prevent them from being able to fulfill the emergency duties. 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 Accommodation Request – Approval/Denial* form to the employee and the supervisor.
- d. Assistant Secretaries/Directors shall work with time administrators and EP designees to ensure that no more than 5 percent of total staff are placed on sustainment.

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 an LDH Emergency Response Site if so directed by their Assistant Secretary or Appointing Authority.

5. Only the EP Designee can input the following data into the EED for their office's employees:
 - a. Personal/Medical Limitations; and
 - 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. Each EP Designee should check the "Employees Unassigned, Not Sustained" report and the "Employees on Sustainment" report bi-weekly to ensure that all of their office's 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 that all LDH Emergency Response Sites' rosters are complete by April 30th and to ensure that staff are properly trained and know their assignments 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 the Regional Incident Commander and the LDH EOC Incident Commander, or their designee(s), to call staff (via Communicator as a primary or phone tree as secondary) to report to their assigned emergency response site, should an activation occur.
 3. OPH Regional Incident Commanders/PHERC and the LDH EOC Incident Commander, or their designee(s), 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 Bureau of Community Preparedness (BCP) of any gaps in regional emergency response site rosters by May 1 so resources can be identified and allocated properly. In turn, the BCP will notify the LDH Director of Emergency Preparedness via the staffing gap assessment report of all staffing gaps that exist statewide.

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 Designees, to ensure that all LDH Emergency Response Sites’ rosters are complete by April 30th to ensure that staff are properly trained and know their assignments for that calendar year.

IV. VIOLATIONS

Violations of this policy may result in corrective action or disciplinary action. Corrective action includes Improvement Letters (Civil Service Rule 12.9), verbal counseling, documented counseling, and/or reprimand. Letters issued for corrective action are at the sole discretion of the Appointing Authority. Disciplinary actions are Suspension without Pay, Reduction in Pay, Involuntary Demotion and Dismissal (Civil Service Rule 12.3). Any disciplinary action taken is at the sole discretion of the Appointing Authority.

V. REFERENCES

1. La. R.S. 29:721-736
2. LDH Policy #65 Emergency Preparedness (All Hazards Response)

VI. REVISION HISTORY

Date	Revision
November 12, 2015	Policy created
April 10, 2017	Policy revised
November 8, 2019	Policy revised
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