



**East Baton Rouge Parish
Mayor's Office of Homeland Security and
Emergency Preparedness**

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**JOANNE H. MOREAU, CEM, LEM
Director**



PLAN REVIEW CROSSWALK

LOUISIANA HOME HEALTH EMERGENCY PLAN

HOME HEALTH NAME _____

ADDRESS _____

Phone _____ Fax _____ Email _____

Every home health agency that operates in the State of Louisiana is required to have an emergency plan. The Louisiana Model Home Health Emergency Plan Format will be used as the basis for every agency plan. Every agency will provide a copy of its plan for review by the Parish Office of Emergency Preparedness in every parish in which the agency operates, along with a completed Crosswalk attached. The Crosswalk will include the page number and paragraph where every item can be found in the plan. The Parish Office of Emergency Preparedness will review the plan and return it to the agency for correction. This Crosswalk is current as of September 2009.

- _____ 1. Does the plan have a front page that lists all the parishes to which the plan has been sent?
- _____ 2. Does the plan have a Purpose paragraph?
- _____ 3. Does the plan have a Situation paragraph?
 - _____ A. Does the Situation paragraph list all hazards in parishes in which patients are located?
 - _____ B. Does the Situation paragraph explain the patient category system?

- _____ 4. Does the plan have a Concept of Operations paragraph?
 - _____ A. Does the Concept designate an Emergency Coordinator?
 - _____ B. Does the Concept explain the procedure for updating patient information and reporting it to the Parish OEP for people who need community assistance?
 - _____ C. Does the Concept explain the need to educate patients and their caregivers on emergency preparedness?
 - _____ D. Does the Concept explain the training exercise program?
 - _____ E. Does the Concept explain what to do when a State of Emergency is declared?
 - _____ (1) Does the Concept designate a command post site outside the probable risk area?
 - _____ (2) Does the Concept explain the notification of patients and caregivers?
 - _____ (3) Does the Concept explain the procedure for reporting patients who need community assistance to Parish OEPs?
 - _____ F. Does the Concept explain "Shelter In Place"?
 - _____ G. Does the Concept explain "Shelter In Place-Tornado"?
 - _____ H. Does the Concept explain what to do in an evacuation?
 - _____ I. Does the Concept explain what to do after an emergency?
- _____ 5. Does the plan have an Organization And Responsibilities (O&R) paragraph?
 - _____ A. Does the O&R paragraph describe the organization and staffing chart and designate the person responsible for keeping it current?
 - _____ B. Does the O&R paragraph list the duties of the Emergency Coordinator?
 - _____ C. Does the O&R paragraph list the duties of the Director of Nursing?
 - _____ D. Does the O&R paragraph lists the duties of the nursing staff?

- _____ 6. Does the plan have an Administration and Logistics paragraph?
 - _____ A. Does the A&L paragraph specify who will maintain and update the emergency plan?
 - _____ B. Does the A&L paragraph specify who will sign the plan?
 - _____ C. Does the A&L paragraph specify to which Parish Offices of Emergency Preparedness the plan will be sent?
- _____ 7. Is the plan authenticated by the Chief Administrative Officer and Director of Nursing?
- _____ 8. Does the plan include tabs?
 - _____ A. Are there tabs of Emergency Categories and Patients Worksheets?
 - _____ B. Is there a tab of a Patient Disaster Identification Form?
 - _____ C. Is there a tab of an Evacuation Checklist?