



**State of Louisiana**  
Department of Health and Hospitals  
Office of Aging and Adult Services

MEMORANDUM

OAAS-SC-09-019  
OAAS-P-09-021

**TO:** Support Coordination Agencies &  
Direct Service Providers serving  
Elderly & Disabled Adult (EDA) &  
Adult Day Health Care (ADHC) participants

**FROM:** Hugh Eley, Assistant Secretary  
Office of Aging & Adult Services 

**RE:** Emergency Plan & Agreement Form &  
OAAS Safety Protocols Resource Guide

**DATE:** July 10, 2009

Attached are the revised *OAAS Emergency Plan & Agreement Form*, the new *Office of Aging and Adult Services (OAAS) Safety Protocols Resource Guide*, the new *Louisiana Guide to Supports & Services for Individuals with Disabilities, Elders, and Their Families Effected by Disasters*, and a copy of the "Find a Safe Place Campaign" *Emergency Preparedness Guide* (as presented in OAAS-P-09-16, OAAS-SC-09-018).

As of the date of this memo, The *OAAS Emergency Plan & Agreement Form* and *The Office of Aging and Adult Services (OAAS) Safety Protocols Resource Guide* negate the requirement for EDA providers of in-home services (Companion Services) to submit a separate individualized emergency preparedness plan. The in-home services provider will still be required to submit an individualized back-up staffing plan to be included in the Comprehensive Plan of Care.

As part of 2009 emergency preparedness, Support Coordinators are required to:

1. Complete an Emergency Plan & Agreement Form on all EDA & ADHC participants and submit to the OAAS regional office no later than August 10, 2009. (If the previous version of the form was already completed with signatures according to memo OAAS-SC-016, this will be accepted in lieu of the current version until CPOC renewal or the emergency plan changes).
2. Due to urgency, if the form cannot be completed by the deadline during a face to face visit, the support coordinator may complete the form over the telephone and the appropriate signatures may be obtained by mail or fax.
3. The *OAAS Emergency Plan & Agreement Form* must be completed in its entirety according to the instructions on the form. Local Office of Emergency Preparedness contact numbers may be found at the following web address:  
<http://www.ohsep.louisiana.gov/Parish/parishoepnumbers.htm>.

If you have any questions, please contact your OAAS regional office.