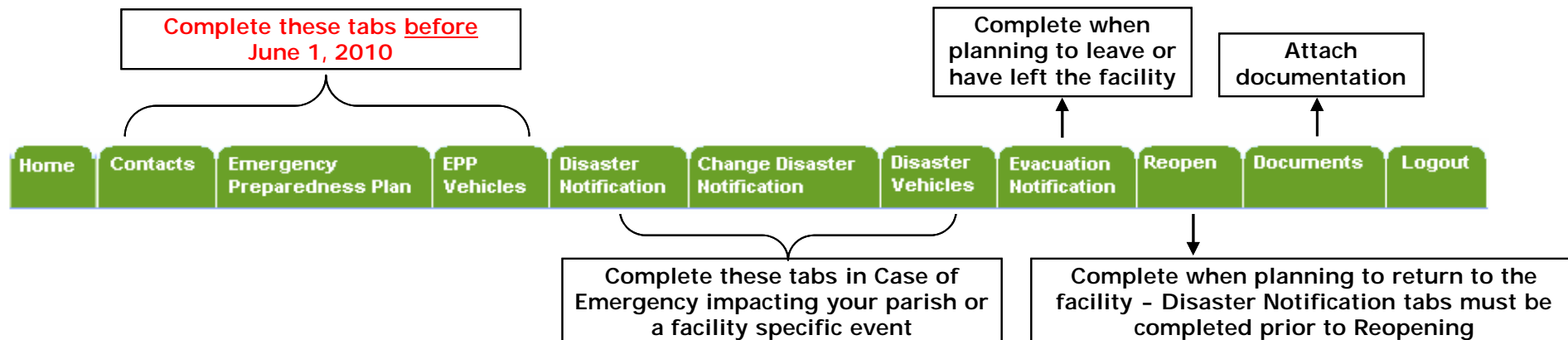


State of Louisiana - Department of Social Services, Office of Community Services
Adult Residential Facilities Emergency Preparedness Plan Application

Quick Reference

Help Desk Phone #: 1-800-331-6099 (available Monday thru Friday, 7 a.m. to 4:30 p.m.)



<https://webapps.dss.state.la.us/epp/>

Website Address, enter this URL into the address bar on your browser, Enter Login ID and Password .

Home	Messages from the OCS Residential Licensing and Regulatory Services - This area will be updated regularly, especially in the case of an emergency.
Contacts	Submit Director and Backup Contact Information - This information will not alter the Facility Data that appears at the top of the screens as it can only be updated through BLAS. Please modify this data as necessary.
Emergency Preparedness Plan	Submit Emergency Preparedness Plan Information - once submitted it is modifiable - Attach Supporting Documents at the Documents tab.
EPP Vehicles	Add new vehicles or Delete/Modify vehicles entered on the Emergency Preparedness Plan tab.
Disaster Notification	Submit Disaster Information - Must be completed by all providers in affected Parishes when a Disaster has been declared. This also needs to be completed in case of a facility specific Disaster evacuation.
Change Disaster Notification	Modify Disaster Information.
Disaster Vehicles	Add new vehicles or Delete/Modify vehicles entered on the Disaster Notification tab.
Evacuation Notification	Enter Evacuation information when your facility will be evacuated or has been evacuated. The evacuation can be for a specific event (New/Other) affecting only your facility(ies), ex: kitchen fire, power failure, localized flooding, etc, or for a declared emergency. The Disaster Notification tabs also need to be completed for New/Other Disasters as well as declared disasters.
Reopen	Reopen after disaster - The Disaster Notification tabs must be completed before Reopening. All supporting documentation should be attached in the Documents tab or faxed.
Documents	Attach Emergency Preparedness Plan, related documents, necessary reopening paperwork, etc.
Logout	Selecting Logout tab will redirect to the login screen.