

# Louisiana DCFS Child Welfare Emergency Preparation Guide & Checklists for Foster Caregivers and EFC Youth

*During an emergency event, continuous communication with DCFS is critical to ensure the safety and well-being of foster children and youth.*



## Evacuate When Ordered

If a **mandatory evacuation** is issued, it is expected that all **youth and caregivers who are caring for foster children comply with that order.**



## Reach Out for Help When Needed

A Foster Caregiver Support Line is activated at **1-833-788-1351** when a Tropical Storm or Hurricane Warning is issued in Louisiana. **This phone number is active only during emergency events.** The purpose of this support line is for you to communicate with us about your foster children's needs and whereabouts.



## Respond to DCFS Texts & Emails

DCFS uses a "RAVE" text messaging and email system to communicate information to you. It is important to follow all directions included in RAVE messages, including responding to requests for information.



## Let Us Know You're Safe

When a tropical event impacts your local area, and you have a child placed in your home, it is important to do two things:



**CONTACT** your assigned Foster Care worker to let them know that you are safe and where you are located, **AND**



**IMMEDIATELY RESPOND** to requests for information sent through the RAVE alert system regarding the safety of your family.



## Plan Ahead

Make an Emergency Preparation Plan now using the Checklist on the next page. Additional guidance can be found at [www.getagameplan.org/make-a-plan/](http://www.getagameplan.org/make-a-plan/)

# Emergency Preparation Checklist, part 1

## BEFORE HURRICANE SEASON STARTS

- Identify where you would go if ordered to evacuate**
  - Choose at least two places, like a relative's home in another town, motel or shelter.
  - Ask at least two relatives or friends to serve as the "family contact." Provide this information to your assigned DCFS worker.
  - In the event family members are separated, have a plan for getting back together.
  - Develop an emergency communication plan for family members.
- Inform DCFS staff of changes in your contact info**
  - Let us know which phone number we should use to send RAVE alerts.
  - Certified foster parents provide updated contact information to **Home Development** staff.
  - EFC Youth and Non-Certified caretakers provide updated information to your **Foster Care/EFC Worker**.
- Obtain a supply of each child's or youth's medication and necessary medical equipment.**
- Develop a special evacuation plan for children with special medical care needs.**
- Secure each child's or youth's records, including**
  - Birth certificates
  - School records
  - Most recent case plans
  - Court orders
  - Medical card and copies of immunization records
  - 98-A Placement Agreements for foster caregivers
  - 98-B Cumulative Medical Record for Foster Children
  - Other pertinent information
- Obtain a list of each child's caseworker and supervisors' email addresses and telephone numbers.**
- Assemble emergency supplies, such as**
  - 3-day supply of water
  - Canned food
  - Cash and credit cards
  - Automobile chargers for cell phones
  - Battery-powered radio/tv
  - Manual can opener
  - Extra set of car keys
  - Copies of important personal documents
  - Flashlights
  - First aid kit
  - Batteries
- Write down the telephone number of the local Red Cross to learn of the emergency management plan within your area. ([www.redcross.org](http://www.redcross.org))**
  - Also check the following websites for emergency management information:  
[www.getagameplan.org](http://www.getagameplan.org) -and- [www.emergency.louisiana.gov](http://www.emergency.louisiana.gov)
- Develop a plan to shelter pets. Local animal shelters will guide you regarding your pets if forced to evacuate.**

## When there is a threat of a Tropical Storm or Hurricane impacting your area:

- Evacuate when ordered to do so by local officials.**  
Foster Caregivers with foster children placed in their home and EFC youth **are expected to evacuate their premises** when ordered to do so by local officials.
- Ensure that medications are refilled with at least a two-week supply.**
- Touch base with your assigned FC or EFC worker to let them know you are safe and how they can reach you if you evacuate.**
- Pay close attention to any RAVE alerts from DCFS and follow any directions provided.**

# Emergency Checklist Information Sheet

Duplicate sheet as needed to document each child in home and attach to Emergency Contact Form of caretaker.

<b>Child's Name</b>		
Child's TIPS#		
Child's DOB		
Child's SSN		
Medicaid ID#		
Medications, Dosage, Pharmacy, Prescription Numbers		
Allergies, Diagnoses or Medical Conditions		
Treating Physicians and Contact Info		
Other information / special needs		
Assigned Worker and Contact Info		
Assigned Supervisor and Contact Info		