

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/

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)**
 - Also check the following websites for emergency management information:
www.getagameplan.org -and- 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.

Child's Name		
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		