

DEPARTMENT OF CHILDREN AND FAMILY SERVICES
Child Welfare Emergency Preparation Guide/Checklist 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. One major role that you play is keeping DCFS notified of your updated contact information, and other individuals who can contact you during an emergency. After an emergency event, your role is to notify DCFS about the safety and location of foster children and youth.

DCFS utilizes a “RAVE” system to communicate information to you via text messages and emails. It is important to follow all directions included in RAVE messages.

DCFS also activates a Foster Caregiver support line when a Tropical Storm or Hurricane Warning is issued in Louisiana. This number is 1-833-788-1351. **This phone number is only operational during emergency events.** The purpose of this support line is to provide an avenue for foster caregivers and youth to communicate with the agency about the needs and whereabouts of foster children during the emergency event.

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

Immediately after a tropical storm or hurricane, DCFS will issue a RAVE alert to those caregivers and EFC youth who normally reside in the mandatory evacuated areas. It is critical that you respond immediately to the RAVE alert to ensure the safety of our children and youth. You will be able to respond by either calling the Foster Parent Support Line, or responding by text.

DCFS will follow-up with foster caregivers and youth impacted by the storm to further assess needs and provide support.

Emergency Preparation Checklist

Before Hurricane Season Starts:

1. Identify beforehand where you would go if you were ordered to evacuate.
 - a. Choose at least two places, such as a relative’s home in another town, a motel or a shelter;
 - b. Ask at least two relatives or friends to serve as the “family contact.”
 - c. In the event family members are separated have a plan for getting back together; and,
 - d. Develop an emergency communication plan for family members.
2. Inform DCFS staff of changes in your contact information. Certified foster parents provide this information to Home Development staff. EFC Youth and Non-Certified caretakers provide this information to your Foster Care/EFC Worker. Make sure you indicate which phone number should be used to send RAVE Alerts to.
3. Prior to May 31st, provide two emergency contacts, along with their contact information to DCFS. Certified foster parents provide this information to Home Development staff. Youth and Non-Certified caretakers provide this information to your Foster Care/EFC Worker.
4. Obtain a supply of each child or youth’s medication and necessary medical equipment.
5. Develop a special evacuation plan for children with special medical care needs.
6. Secure each child or youth’s medical card and copies of immunization records, birth certificates, , school records, 98-A Placement Agreements for foster caregivers, 98-B Cumulative Medical Record for Foster Children, most recent case plans, court orders, and other pertinent information.
7. Obtain a list of each child’s caseworker and supervisor e-mail addresses and telephone numbers.
8. Assemble emergency supplies such as: a three-day (3) supply of water, canned food, a battery powered radio/television, manual can opener, copies of important personal documents, first aid kit, extra set of car keys, cash and credit cards, automobile chargers for cell phones, batteries and flashlights.

9. Obtain and keep on file the telephone number of the local Red Cross to learn of the emergency management plan within your area. The web site is www.redcross.org. Also check the following websites for emergency management information: <http://www.getagameplan.org/>, <http://www.emergency.louisiana.gov/> <http://gohsep.la.gov/parishoepnumbers.aspx>
10. 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:

1. 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;
2. Ensure that medications are refilled with at least a two-week supply;
3. Touch base with your assigned FC or EFC worker to ensure you each have emergency contact information for one another, and notify of any plans to evacuate; and
4. 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 #1	Child #2
Child's Name:		
Child's TIPS#		
Child's DOB:		
Child's SSN:		
Medicaid ID#:		
School Child Attends:		
Grade Level:		
IEP in place?:(If yes, attach)		
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.		