

**DEPARTMENT OF CHILDREN AND FAMILY SERVICES**  
**Child Welfare Hurricane and Emergency Preparedness Checklist**  
**Toll Free Number: 1-866-249-0559**

**Before Hurricane Season Starts:**

1. Identify beforehand where you could go if you were ordered to evacuate.
  - a. Choose several places, such as a relative home in another town, a motel or a shelter;
  - b. Ask an out-of-state relative or friend to serve as the "family contact." Make sure everyone knows the name, address, and phone number of the contact person.
  - 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 case workers of primary and secondary evacuation locations (relative and/or friend, etc.) with addresses and telephone numbers.
3. Obtain a supply of each child's medication and necessary medical equipment.
4. Develop a special evacuation plan for children with special medical care needs.
5. Secure each child's medical card and copies of immunization records, birth certificates, social security cards, school records, IEP's, 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 on child(ren).
6. Obtain a list of department supervisor and worker e-mail addresses and telephone numbers.
7. 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, blankets, pillows, toiletries, batteries and flashlights.
8. 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](http://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>
9. Develop a plan to shelter pets. Local animal shelters will guide you regarding your pets if forced to evacuate.

DCFS Staff Local and Emergency Contact Info:

Staff Member \_\_\_\_\_ Phone: \_\_\_\_\_

Alternate Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Staff Member \_\_\_\_\_ Phone: \_\_\_\_\_

Alternate Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Staff Member \_\_\_\_\_ Phone: \_\_\_\_\_

Alternate Phone: \_\_\_\_\_ Email: \_\_\_\_\_