



# Emergency preparedness checklist for medically complex children

A guide for families of children with complex medical conditions to **prepare for evacuation or shelter in place** before a natural disaster or major weather event.



**Manning Family  
Children's**  
LCMC Health



**Manning Family Children's serves children across Louisiana and the Gulf South, a region often impacted by hurricanes, flooding, and major weather events. As a hospital with firsthand experience in responding to these natural disasters, we understand the importance of being prepared.**

**Our team of providers, social workers, and medical professionals created this checklist to help ensure you and your child have a solid plan in place for any emergency.**



## Medical needs

**Your child's health:** Make a list of your child's medical problems. Include the names of their doctors, hospitals, and clinics.

**Medicines:** Write down all the medicines your child takes, how much they take, when they take them, and the name and phone number of the pharmacy. Don't forget to check how many refills are left.

**Allergies:** List any allergies your child has.

**Special treatments:** If your child gets treatments like infusions or shots at home, ask your doctor what to do if you need to leave your home.

- These treatments can be sent to a new pharmacy or infusion center if you leave.

- If the governor says there is an emergency, your insurance should still work in other states (Louisiana State Bill 200)

**Medical equipment:** Make a list of the equipment your child uses, like:

- Breathing machines (ventilator, oxygen)
- Feeding tubes, pumps, syringes, bags
- Wheelchair, braces, or walker
- National companies can send supplies to your new location.

## Make a medical kit (Go-bag)

Pack a bag with things your child will need in case you have to leave your home quickly:

- Medicines:** Bring at least seven days of medicine.
- Keep medicines in their labeled bottles.

- Bring a cooler and ice packs if any medicines need to stay cold.

**Medical equipment:** Bring extra items like batteries, chargers, tubes, or anything else your child needs every day.

- Know the name of your supply company (DME). You can ask them to send monthly supplies to a new address or troubleshoot if equipment stops working
- Call them when you arrive somewhere new to ask how fast they can ship your supplies.
- Local support groups may help you get extra supplies if needed.

**Formula:** Pack seven days of formula.

- Know what formulas are safe for your child as a backup  
Make sure you have clean water for mixing formula.

**Prescriptions:** Choose a pharmacy in the areas you might go (North, South, East, West). Big chain pharmacies can move your prescriptions.

- When state of emergency is announced, pharmacies can give you 30 days of medicine before you evacuate or shelter-in-place.

**Emergency contacts:**

- Write down your doctors' names and numbers.
- Visit the website for updates: [manningchildrens.org](http://manningchildrens.org)
- Call Manning Family Children's at **504.899.9511**

- Ask for a translator if you need one
- A doctor is always on call for every health problem

## Know your way out

**Routes:** Plan two or more ways to leave your home in case roads are blocked.

**Meeting spots:** Choose places where your family will meet if you get separated.

**Shelters:** Find out which shelters or hospitals can care for kids with medical needs.

**Car ready:** Keep your gas tank full and make sure your child's equipment fits in the car.

## Communication plan

**Important contacts:** Make a list of doctors, family, and friends who can help.

**If your child can't talk:** Make picture cards or a simple board to help your child tell others what they need.

## Shelter and medical help

**Nearby hospitals:** Know which hospital can help your child if you must leave home.

**Talk to doctors:** Ask your child's care team how they can help during an emergency.

**Medical records:** Keep paper or digital copies of your child's health records and insurance card in your go-bag.

- Use **MyChart** to find and save your child's records.  
[patientportal.LCMCHealth.org/MyChart/Authentication/Login](https://patientportal.LCMCHealth.org/MyChart/Authentication/Login)



## Plan for equipment

If your child uses medical machines:

**Backup power:** Make sure you have a way to keep machines running if the power goes out. If power goes out, generators should always be kept outside.

- FEMA link for safe generator use is [fema.gov/fact-sheet/use-generators-safely-home](https://fema.gov/fact-sheet/use-generators-safely-home)

**Make it mobile:** Be sure you can move wheelchairs or other devices easily.

**Bring extras:** Pack spare batteries, chargers, and parts for all equipment.

- Some chargers (for wheelchairs, feeding pumps, etc.) may be found at your new location.

## Practice drills

**Family practice:** Practice evacuations with the whole family so everyone knows what to do.

**Test problems:** Pretend there is bad weather or no power to see how ready you are.

## Prepare for longer time away

**Housing:** Find places you could stay that have what your child needs.

**Local help:** Contact groups that help families during disasters.

- Try [feedingamerica.org](https://feedingamerica.org) to find food banks.

## Keep copies of important papers

Keep these items in more than one place (paper and digital).

Take pictures of these and email them to yourself, as well.

If you are away from your child, provide a letter to give consent to another caregiver to seek medical care.

- Medical records
- Insurance card
- Emergency contacts
- Your child's ID (like birth certificate or passport)

## Stay updated

**Watch the news:** Keep an eye on the weather and any emergency alerts.

Register for emergency alerts in your parish

**Orleans Parish: NOLA ready**  
ready.NOLA.gov or text  
NOLAREADY to 77295

Text ESP to 77295 to receive  
emergency alerts in Spanish

**Jefferson parish: JPAAlert**  
Text JPAAlert to 888777.

Text JPNOTICIAS to 888777 to  
receive emergency alerts in  
Spanish

## Keep your plan up to date

**Review often:** Check your plan  
every few months or when your  
child's medical needs change.

**Stay connected:** Talk to  
neighbors and support groups.  
They might know where to get  
help if you need it.



Date: \_\_\_\_\_

**Your child's name:** \_\_\_\_\_

Child's date of birth: \_\_\_\_\_

**Child's diagnoses:** \_\_\_\_\_

---

---

---

Child's provider and specialty	Contact information	In an emergency, I can contact my child's provider by:
Dr. Jane Dougherty, CHNOLA Peds Neuro	504.896.9458 or jdough@lsuhsc.edu	Using MyChart or calling the hospital to speak to the child neurologist on call

**My child's clinic or other recurring visits schedule:**

---

---

---

---

[illegible]

Specialty medication, including infusions, chemotherapy, and biologics:

My child’s allergies:

My child uses the following medical equipment:

Device	Brand	DME/Supplier	DME contact if evacuated:

My child takes this formula: \_\_\_\_\_

These are safe alternatives for my child’s formula:

In case of emergency, please contact:

First and last name	Role/Relationship	Phone	Alt Phone



# Medical kit packing list

- 7-day supply of all medicines
- Ability to keep medicines cold (if applicable)  
Cooler, ice packs, etc.
- Medical equipment  
Trachs, oxygen, ventilator, g-tubes, extensions, bags, pumps  
Wheelchair, orthotics, walker  
Other
- Spare/backup medical equipment  
Feeding tubes, syringes, other essential items
- Medical equipment charger(s), if applicable
- 7-day supply of formula  
Clean water for formula
- Pharmacy options for evacuation location

---

---

---

---

- Copy of child's medical records
- Copy of insurance card
- Copy of child identification (passport or birth certificate)

## Notes

## Notes

[illegible]

200 Henry Clay Ave.  
New Orleans, LA 70118  
504.896.9486

[manningchildrens.org](http://manningchildrens.org)

25-26900-0310