



## Special Needs Registration Instructions

- 1) **Read over the registration form enclosed. Print legibly and answer ALL questions.** If your form is missing information like your correct phone number, address, etc. we will not be able to contact or mail you important information. Also we cannot determine your shelter type and needs unless you answer ALL questions regarding your medical needs and condition. **DO NOT LEAVE ANY BLANKS.** We return incomplete registrations.
- 2) **Mail your registration to :** ***Hernando County Emergency Management,  
Special Needs Program  
20 North Main Street Room # 362,  
Brooksville, FL, 34601***

After your form has been received and approved, your information will remain in our registry for up to one year. Registration is FREE, voluntary and confidential.
- 3) **Keep your registration information current!** You are responsible for informing the Office of Emergency Management of any changes that may occur and affect your registration records. For example: If you move, change your phone number, or no longer need to be registered, let us know immediately so your file information can be updated and changed. If we cannot contact you during an emergency evacuation, we cannot help you.
- 4) **Keep the Special Needs Information enclosed for your records** (Special Needs Evacuation Packing List, etc.)

**The Special Needs registry is updated annually. New Forms are mailed to registrants to update information and verify eligibility. Registrants who DO NOT reply or cannot be reached at this time are removed from our Special Needs registry and files.**

## Special Needs Evacuation Packing List

If you request transportation to a special needs shelter, you need to bring with you personal items, medications and other supplies for daily use while you stay at the shelter. **Before** transportation arrives to take you (and your caregiver, if applicable) to a shelter, you need to have the following items packed and ready, enough to last at least 48 hours:

### Shelter Packing List

- 1.) **Medications and Medical Supplies:** Daily Prescriptions (Two-Week Supply. Your Pharmacy Records may not be available for days). Oxygen, Glasses, Hearing Aids, Walker, Wheelchair, Etc.
- 2.) **Important Papers:** Personal Identification, Family Phone Numbers, Copies of Prescriptions, Doctor's Name & Phone Number.
- 3.) **Personal Items:** Toothbrush, Paste, Soap, Towel, Etc.
- 4.) **Comfort Items:** Blankets, Sleeping Bag & Pillow, Lightweight Folding Chair.
- 5.) **Extra Clothing:** Comfortable clothing.
- 6.) **Special Dietary Foods:** (If you have a special Diet). Bring non-perishable food and a can opener.
- 7.) **Entertainment Items:** Books, Magazines, Cards and Games.
- 8.) **Other:** Flashlight, Batteries, Radio with Batteries.

*Have these items packed and ready BEFORE transportation arrives for you. An evacuation process is swift and starts well in advance of a disaster!*



## County Mailing Addresses & Information

### **Citrus County**

Citrus County Emergency Management  
3425 W. Southern Street  
Lecanto, FL 34461  
(352) 746-4488 Ext 210  
(352) 746-6696 Fax

### **Hernando County**

Hernando County Emergency Management  
20 N. Main Street, Room 362  
Brooksville, FL 34601  
(352) 754-4083  
(352) 754-4090 Fax

The Hernando County Special Needs Program is in place to coordinate the registration, notification and evacuation of those residents who have physical or mental disabilities or minor health and medical conditions. Registration does not guarantee assignment to a Special Needs Unit, the Nurse Manager at the shelter will determine appropriate shelter selection. For more information or to download this form please visit our web site at: [www.co.hernando.fl.us/em/specialneeds.pdf](http://www.co.hernando.fl.us/em/specialneeds.pdf) call (352) 754-4083. Mail applications to the address listed on the left.

### **Levy County**

Levy County Emergency Management  
P.O. Box 221  
Bronson, FL 32621  
(352) 486-5213  
(352) 486-5152 Fax

### **Pasco County**

Pasco County Emergency Management  
7530 Little Road  
New Port Richey, FL 34654  
(727) 847-8137  
(727) 847-8004 Fax

The Pasco County Special Needs Assistance Population Program is designed to provide evacuation assistance for individuals with no other alternative. Registration does not guarantee assignment to a Special Needs Unit, the Nurse Manager at the shelter will determine appropriate shelter selection. All clients must be accompanied by their caregiver. Medications, including a minimum of 8 hours of oxygen, must be provided by the client. For further information call (727) 847-8959. All applications should be mailed to Pasco County Office of Emergency Management, 7530 Little Rd., New Port Richey, FL 34654

### **Hillsborough County**

Hillsborough County Emergency Management  
2711 East Hanna Ave  
Tampa, FL 33610  
(813) 272-6900  
(813) 272-6521 / 6522 Fax