

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: St. Bernard OHSEP**
Special Needs Program
8201 W. Judge Perez Dr.
Chalmette, LA 70043

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 Evacuations Packing List, etc.)

The Special Needs registry is updated annually. New forms are mailed out 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 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 and Number.
- 3.) **Personal Items:** Toothbrush, Paste, Soap, Towels, Etc.
- 4.) **Comfort Items:** Blankets, Sleeping Bags & Pillow, Lightweight Folding Chair.
- 5.) **Extra Clothing:** Comfortable Clothing.
- 6.) **Special Dietary Foods:** (if you have a special diet). Bring non-perishable foods 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!