***Sample Email to Neighbors***

**(Insert Greeting Here)**

Thank you for volunteering for our community’s Neighborhood PREP (Plan for Readiness and Emergency Preparedness). We appreciate your willingness to help with/serve as \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. With hurricane season just around the corner, we want to make sure that our neighbors are prepared to help each other in the event of an emergency or evacuation, especially residents with special needs.

As neighbors, knowing the location of residents with special needs is critical during a disaster or emergency. Evacuations are never easy, but for people with special needs, getting to safety can be extremely difficult. We ask you to reach out to your neighbors with special needs and encourage them to sign up for the **Florida Special Needs Registry,** as well as to develop a plan with their caregiver about when to leave, where to go and how to get there. Residents with special needs include those who are wheelchair bound; bedridden; mentally, visually and/or hearing impaired; require life-sustaining equipment and more. Residents **must apply** to be on the registry, which is kept by the Leon County Division of Emergency Management. The form can be completed online at <https://snr.floridadisaster.org>. For residents without access to a computer, paper forms can be requested by contacting the Division of Emergency Management at (850) 606-3700. Once completed, forms can be **faxed to (850) 606-3701** or **mailed to:**

Leon County Division of Emergency Management

911 A Easterwood Drive, Room 226

Tallahassee, FL 32311

Pre-registration of special needs residents is highly encouraged and essential to a smooth evacuation. Registering for the Special Needs Registry does not guarantee assistance by emergency officials and should be considered a last resort, but if a hurricane threatens our area, it is important for us to know where some of our most vulnerable residents are so we can make every effort to help them evacuate.  
  
For more information about the Special Needs Registry, contact the Leon County Division of Emergency Management at (850) 606-3700. We look forward to working with you and building a stronger, more resilient neighborhood!

Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_