



A MODEL FOR STARTING A NEIGHBORHOOD PREPAREDNESS GROUP



Step 1: Identify your neighborhood boundaries and name it

- ✓ Optimum size is up to 20 households but rural areas may be much smaller groups

Step 2: Establish a meeting time and place

- ✓ Select some possible dates and times and give those choices to the county coordinator so they can see which trainer is available for your dates.
- ✓ The county coordinator and the trainer will both call you to confirm dates and location.
- ✓ Look for a site within your neighborhood boundaries.
- ✓ Select a site with no rental cost.
- ✓ Possible venues: meeting hall, clubhouse, school, church, or willing neighbors' home.
- ✓ The trainer will bring plot maps of your neighborhood and training materials for your meeting, including a sign-up sheet.

Step 3: Contact your neighbors

- ✓ Contact neighbors by going door to door. Face to face contact is preferable to leaving a note on the door.
- ✓ Give the neighbor the "Map Your Neighborhood" tri-fold brochure describing the program or other handout on general preparedness. It's also helpful to have a kit list or other handout to leave with them
- ✓ Invite your neighbors to the meeting with a printed invitation stating the time and location of the meeting (we provide a sample).
- ✓ Show your **MYN** book and tell them they will receive a **MYN** book at the meeting. Write their household information in your **MYN** book.

Step 4: Hold your first neighborhood meeting

- ✓ Confirm with your neighbors the day before the meeting either by calling, stopping by or sending an email to insure a good turnout.
- ✓ You may provide name tags if you wish.
- ✓ Make arrangements for young children who may accompany adults.
- ✓ Arrange seating in a circle if possible
- ✓ Allow ninety minutes for the **MYN** presentation. Show respect for people's time by adhering to the ninety minute time-frame.
- ✓ Have neighbors fill in the pages of the **MYN** book as they go along or usually someone will volunteer to do a neighborhood list and provide to everyone or they may have an existing list that just needs to be updated.
- ✓ Decide on desired schedule for follow-up meetings; set date, time, and place for follow-up meeting.

Step 5: Follow-up meetings

- ✓ Prepare an agenda; keep it brief.
- ✓ Allow open discussion.
- ✓ Organize your neighborhood with shared leadership using block captains, coordinators, committees, etc.
- ✓ Plan a communication system via phone tree, email or family radio

Clallam County Sheriff's Office Emergency Management

For more information:

<http://www.clallam.net/EmergencyManagement/>

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