

A MODEL FOR STARTING A NEIGHBORHOOD PREPAREDNESS GROUP

Step 1: Identify your neighborhood boundaries and name it

- ✓ Optimum size is up to 20 households

Step 2: Establish a meeting time and place

- ✓ Select a site with no rental cost.
- ✓ Ideal places are available on a regular basis.
- ✓ Look for a site within your neighborhood boundaries.
- ✓ Possible venues: meeting hall, clubhouse, school, church, or willing neighbors' home.

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 "Emergency Resource Guide" (green booklet) to keep by their phone.
- ✓ Invite your neighbors to an initial meeting and provide written information telling the time and location of the meeting.
- ✓ 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

- ✓ Have plot maps of your neighborhood available
- ✓ Have a sign-up sheet and name tags
- ✓ 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.
- ✓ 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.
- ✓ Send representative of your neighborhood to EMD bi-monthly meetings.
- ✓ Organize your neighborhood with shared leadership using block captains, coordinators, committees, etc.
- ✓ Plan a communication system via phone tree or email.
- ✓ For questions contact: Penny Linterman, 360.417.2483, plinterman@co.clallam.wa.us or Jamye Wisecup, 360.417.2525, jwisecup@co.clallam.wa.us