



Hosting the first SNAP meeting

Before the meeting:

- Decide the date and location for the meeting.
- Arrange for preparedness materials from Seattle Office of Emergency Management (OEM) at 206-233-5076, or e-mail snap@seattle.gov. We will provide enough preparedness brochures for your neighbors. **Please allow 2 weeks for delivery.**
 - When you call or e-mail, please be prepared to give us the following information:
 - Name
 - Address
 - Phone number
 - Your meeting date
 - Number of neighbors you are inviting to the meeting
- Invite your neighbors.

Meeting Day:

- Post signs directing people to the meeting.
- Have the sign-in sheet available for neighbors to complete either as they come in or during meeting.
- Arrange the room so that people can easily talk with each other.

Agenda:

- Start the meeting with introductions:
 - Name and where you live
 - Rate your current level of preparedness 1 - 5: *(1 is not well-prepared, 5 is well-prepared)*
- Purpose of this meeting is to:
 - Share information on personal and family preparedness
 - Decide if we want to prepare together for disasters
- Distribute preparedness brochures encouraging families to put together a disaster supplies kit, create a family disaster plan, and establish an out-of-area contact when local phone lines are overwhelmed.
- Distribute the SNAP brochure.
- Decide as a neighborhood if you want to organize to take care of each other when disaster strikes.
 - Neighborhood Time Commitment:**
 - Tonight's meeting – 1 hour
 - Next part – getting organized – 60 to 90-minute meeting and group activity
 - Third part – practice drills – 45 minutes to 1.5 hours, depending on the drill
- If the answer is yes, at tonight's meeting, be sure everyone completes the sign-in sheet (Page 2 of the Neighborhood Communications Worksheet). Choose a person to be the Neighborhood Coordinator and a person to be the Point-of-Contact with the Seattle Office of Emergency Management. (See Communications Worksheet for further instructions.)
- Decide where you will meet as a group after a disaster. This will be your Neighborhood Meeting Site. Be sure to include this information on your Communications Worksheet.
- Set a date for the next meeting. Between now and the next meeting, have everyone work on personal and family preparedness.

After the meeting:

- Complete the pertinent information on Page 1 of the Neighborhood Communications Worksheet.
- ***IMPORTANT*** Mail or e-mail Page 1 to the Seattle Office of Emergency Management.*****
- Create your communications plan from the information you gathered from your neighbors.
- Test your communications plan and make changes as necessary.