



## PHASE 2

# Getting Organized Using SNAP: Host Planning Guide and Agenda

### Before the meeting:

- Decide the date and location for the meeting.
- Arrange for the "Getting Organized Packet" from the Seattle Office of Emergency Management at 206-233-5076 or e-mail [snap@seattle.gov](mailto:snap@seattle.gov). 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/households you are inviting to the meeting
  - Let us know you would like a **Getting Organized Packet**. (The packet will include Help/OK signs, Neighborhood Response Site signs, master copies of the Task Sheets, the Getting Organized Worksheet, and Getting Organized Table-Top Drill) **Please allow 2 weeks for processing and mailing or arrange to pick up the materials.**
- Visit our web site at [www.seattle.gov/emergency](http://www.seattle.gov/emergency) for preparedness tips you can share with your neighbors.

### Night of the meeting:

- Post signs directing people to the meeting.
- Organize the materials for the meeting so that they are easy to distribute and explain.
- Arrange the room so that people can easily talk with each other.

### Agenda:

- Start the meeting with introductions:
  - Name and where you live:
  - Any preparedness tip or helpful hint you have learned as you have been getting your family and household prepared for disaster. (Example: "found a great source for light sticks")
- Purpose of this meeting is to:
  - Map your neighborhood and identify the locations of: the Neighborhood Meeting Site, First Aid Station and Shelter & Care Site (optional)
  - Organize the neighborhood response (who will do what tasks)
  - Use the Getting Organized Worksheet to help work through this process
- Remind neighbors that personal and family preparedness is the foundation for the rest of the planning process. Build a kit, create a family plan, including an out-of-area phone contact, and getting involved/learning skills are the basics. Hand out preparedness materials as necessary.
- If there is time, conduct the tabletop exercise associated with the "Getting Organized" part of the SNAP process.