



PHASE 1

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:

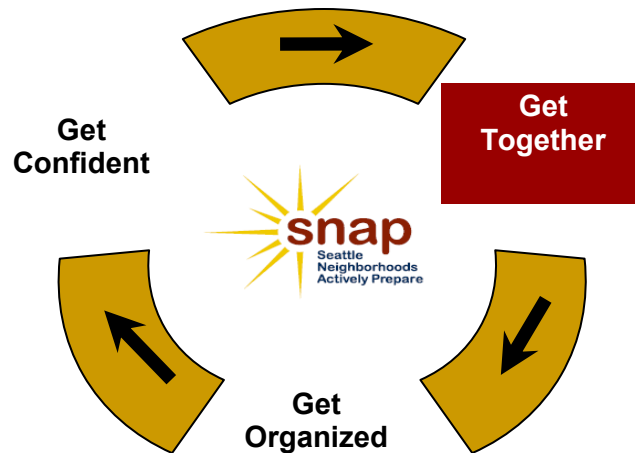
- ☐ Start the meeting with introductions:
 - Name and where you live
 - Rate your current level of preparedness 1 - 5: (*1 is not well-prepared, 5 is well-prepared*)
- ☐ Purpose of this meeting is to:
 - Share information on personal and family preparedness
 - Decide if we want to prepare together for 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.



You're Invited to a Neighborhood Preparedness Meeting



This meeting is to learn about basic preparedness and decide if we would like to use the City's SNAP program to get organized and ready to take care of each other in disasters. **Disasters Happen! Let's get ready together!**

Date:

Time:

Place:

For more information and to RSVP, contact:

_____ at (_____) _____

Or e-mail _____

SNAP
Getting Ready
Getting Connected
Getting Strong

City of Seattle
Office of Emergency Management
105 5th Ave S, suite 300
Seattle, WA 98104
206-233-5076



Disaster Preparedness Meeting



HERE

Disaster Preparedness Meeting



This Way

**Draw Your Arrow Here*

Zip Code: _____

Date: _____

of Households in your SNAP Group _____

Neighborhood Response Site: _____
(street address--so OEM knows where SNAP groups are located)

Seattle Neighborhoods Actively Prepare (SNAP) Neighborhood Communications Worksheet

The purpose of this worksheet is to help your neighborhood create a communications plan.

Choose a Neighborhood Coordinator and a Point-of-Contact for your neighborhood. These two people will be on the OEM e-mail distribution list for receiving newsletters, program updates and class announcements. It will be the responsibility of the Neighborhood Coordinator and Point-of-Contact to redistribute information to your SNAP neighbors. This is the primary mode of communication between the SNAP neighborhood groups and the Seattle OEM. **It is**

extremely important to mail or e-mail the first page of this worksheet to: Seattle Office of Emergency Management, 105 5th Ave S, Suite 300,

Seattle 98104. Email: snap@seattle.gov. Register on-line at www.seattle.gov/emergency/programs/snap.

Information Sharing for Neighborhood Coordinators

Occasionally, our office receives requests from SNAP neighborhood coordinators wanting to know if there are other neighborhood coordinators their area. We will only share your contact information with other neighborhood coordinators in your area if you give us permission.

We value your privacy. Please note that we do coordinate with other departments and advisory councils within the City on programs and events that help promote community involvement and preparedness. Occasionally, you may receive e-mails and/or postal mail from us announcing these programs and events. Please indicate your preference below:

Neighborhood Coordinator

Neighborhood Point-of-Contact

Please Print	
Name: _____	Name: _____
Address: _____	Address: _____
Phone: _____ Zip _____	Phone: _____ Zip _____
E-Mail _____	E-Mail _____
☐ Yes, you may share my e-mail address to other neighborhood coordinators in my area.	☐ Yes, you may share my e-mail address to other neighborhood coordinators in my area.
☐ No, please do not share my e-mail address with other neighborhood coordinators.	☐ No, please do not share my e-mail address with other neighborhood coordinators.

Check all categories that apply when describing your SNAP neighborhood:

☐ High-rise building	☐ Single family residential	☐ Apartment/Condo	☐ Senior Housing
☐ Business	☐ Church	☐ Community Center	☐ SHA
			☐ Other

Your SNAP Neighborhood Communications Contact Sheet

This information is for your neighborhood only. Be sure to include your Neighborhood Coordinator and Neighborhood Point-of-Contact on this sheet. Make copies for everyone in your SNAP group.

Please Print

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