



Hosting the First PREP Meeting

Meeting Day:

- Post **signs** directing people to the meeting.
- Have the **sign-in sheet** available for neighbors to complete. Have **pens or pencils** available plus enough copies of the **preparedness handouts** and, if you're using it, the **PREP Bingo** card.
- Arrange the room so that people can easily talk with each other.

Agenda:

- Introductions:** Ask everyone to give their name, where they live, and how prepared they feel they are on a scale of 1 to 5 (1 is not well-prepared, 5 is well-prepared).
- The optional ice breaker is PREP Bingo.** Everyone gets the same card and starts by checking off the center square ("Has met their neighbors"). As people walk around meeting each other, they find someone who's done something on their card and writes that person's name on that square. The winner is the first to fill their card with eight **different** names and can introduce all to the group! You can give a whistle, light stick or other small preparedness item as a prize if you like.
- Explain that the **purpose of this meeting** is to
 - Share information on personal and family preparedness
 - Decide if we want to prepare together for disasters
- Distribute the set of **preparedness handouts**. Look together at the handouts, which highlight the basic aspects of getting prepared: **getting informed**, **making a plan**, and **making a supply kit**.
 - Talk about what to do in an earthquake—**Drop, Cover and Hold**—and what to do if you're on the coast.
 - Encourage people to create a **family disaster plan**, including an **out-of-area contact** in case local phone lines are overwhelmed, and special needs for children, elderly or disabled family members, and pets.
 - Encourage everyone to put **emergency gear under their beds** – shoes, leather gloves and a bike helmet/hard hat to protect from broken glass, plus a flashlight – and to put together a **disaster supplies kit**.
- Explain that people with email can sign up for occasional updates and preparedness tips on the **PREP** website, www.preporegon.org. (You can let us know how your meeting went there too, and send comments.)
- Decide as a neighborhood if you want to organize to take care of each other when disaster strikes.** In **PREP Part 2, Get Organized**, you will learn nine steps to take following a disaster; identify useful skills and equipment neighbors have; and create a neighborhood map with locations of neighbors who may need special help and of natural gas meters/propane tanks so you can take any needed action to prevent fire. Part 2 involves a 90-minute meeting and group activity.
- If the answer is "yes," be sure everyone completes the sign-in sheet**, including their name, address, phone and email. Explain that information will be shared only within this group, and ask if it's OK to share with neighbors who couldn't come but want to participate. **Choose one or two persons to be Neighborhood Coordinator(s).**
- Decide where you will meet as a group after a disaster.** This is to see if everyone is OK and to decide on next steps. This place will be your neighborhood **Meeting Site**. It should be easy to see or find, and sheltered from the weather.
- Set a date and location for the next meeting.**
- If the answer is "no,"** the group may want to meet again to keep working on household preparedness. If so, the group can decide on next steps for everyone to take before the next meeting, depending on the interests and energy of the group. For example: create a family disaster plan and store enough water to last for one week.
- Congratulate yourselves on taking the first steps toward better preparedness!