



# How to Organize a Neighborhood Emergency Preparedness Meeting

- I. PURPOSE OF MEETING
  - A. Educate neighbors about the potential for a major earthquake, flood or other natural disaster in Cupertino.
  - B. Learn how to prepare your home and family in order to prevent injury, damage, and needless losses due to a major disaster.
  - C. Bring neighbors together through an activity that is mutually beneficial.
  
- II. SELECT STREET/S TO BE INCLUDED
  - A. Limited by geography/topography
    - Area may be divided by a major street; by a creek or flood control channel; by a commercial area, etc..
  - B. Limited by amount of people you can accommodate in meeting place.
  
- III. SELECT DATE, TIME AND PLACE FOR MEETING
  - A. Discuss your plans with some of your neighbors. Get their opinions as to the most advantageous time (AM or PM?), date, and place for the meeting.
    1. In some neighborhoods, a weeknight activity is best; in others a weekend is better.
    2. A meeting held in a home encourages more interaction among the participants and promotes neighborhood cohesiveness.
    3. A meeting held in a public meeting room can usually accommodate more people.
  - B. Contact the Cupertino Office of Emergency Services for help to present the program (408.777.3335).
  
- IV. ENCOURAGE INVOLVEMENT - INSURE A GOOD TURN-OUT
  - A. Enlist the help of people in the neighborhood to:
    - \* Hand out flyer/invitations
    - \* Bring coffee, tea, cookies
    - \* Bring chairs
    - \* Call to remind people about the meeting
    - \* Bring equipment
  
- V. INVITING PEOPLE
  - A. Begin 2 weeks prior to the meeting. People need time to plan their schedules.
  - B. Develop a flyer inviting people to your meeting.

Include:

    - \* the purpose of the meeting
    - \* date, time, and place
    - \* cost - FREE!!
    - \* benefits - information, hand-outs, meet neighbors
  - C. Personal contact is the BEST method.
    1. Ask others to help you contact your neighbors.
    2. Knock on the door. If no one answers, go back another time.
    3. Speak only to an adult occupant, don't leave your message with a child.

- D. Make a list of each family contacted. Include name, address and phone number.
- E. 1 - 2 days before the meeting call everyone as a reminder. Ask someone to help you.
- F. Post signs in the neighborhood the day before the meeting.

## VI. THE MEETING

- A. Supplies needed
  - 1. Name tags, attendance sheet, pens
  - 2. Map of neighborhood or streets (search "maps" at [www.cupertino.org](http://www.cupertino.org))
  - 3. Chairs
  - 4. VCR, Overhead projector, screen (depends on presentation)
  - 5. Refreshments, cups, spoons, napkins etc.
  - 6. Paper and pencils for note taking
  - 7. Handouts
    - \* Emergency Supply Checklist
    - \* Plans to Make (Individual, Family, Home and Community Planner)
    - \* Steps to Take (Earthquake - Duck, Cover and Hold Tips)
    - \* Steps to Take (Foundation Bolts, Cripple Walls, Water Heater, Furniture)
- B. Agenda
  - 1. Welcome
  - 2. Personal introductions by guests.
    - a. Where they live in the neighborhood.
    - b. Length of time in area.
    - c. Employment, family, interests etc.
    - d. Where they were during the Loma Prieta Quake (Oct. 17, 1989)
- C. Program
  - 1. Geological information
  - 2. Video of earthquake damage
  - 3. Family preparations
  - 4. Emergency supplies
  - 5. Home hazards
  - 6. What to do during an earthquake
  - 7. What to do immediately after an earthquake
  - 8. What to expect after a major disaster, i.e: "The Big One".
  - 9. Hand-out lists
  - 10. Questions and Answers
- C. Refreshments and conversation

\*\* Information provided by Sharon Blaine, block leader. For assistance with your emergency meeting or neighborhood drill, contact the Cupertino Office of Emergency Services at 408.777.3335.