



Hosting the first SNAP meeting

Before the meeting:

- Decide the date and location for the meeting
- Arrange for a Host Packet from Seattle Office of Emergency Management (OEM) at 206-233-7123 or e-mail 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 you are inviting to the meeting
 - Let us know that you would like a SNAP Host Packet (The host packet will include enough preparedness brochures for your neighborhood, a copy of a sign-in sheet and a flyer that you can complete and copy to advertise the meeting to your neighbors.)

Please allow 2 weeks for processing and mailing or arrange to pick up the materials.

Night of the meeting:

- Post signs directing people to the meeting
- Have the sign-in sheet available for neighbors to complete either as they come in or during the 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 not well prepared and 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, including an out of area contact for when the phone lines are overwhelmed following a disaster.
- 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:** Tonights meeting – 1 hour
 - Next part – getting organized – 60 – 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. This starts your communications plan for your neighborhood. Choose a person to be the neighborhood captain and a person to be a point of contact with Seattle Office of Emergency Management. (see sign in form for directions)
- Set a date for the next meeting. Between now and the next meeting work on personal and family preparedness.