



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 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/households you are inviting to the meeting
- Let us know that you would like a **Getting Organized Packet** (The getting organized packet will include enough Help/OK signs, Neighborhood response site signs, master copy of the task sheets, Getting organized worksheet, 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 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 if necessary.
- If there is time, conduct the tabletop exercise associated with the "getting organized" part of the SNAP process