

## Purpose of Meeting:

- Educate neighbors about the potential for a major earthquake, flood or natural disaster in Sonoma County.
- Learn how to prepare your home and family in order to prevent injury, damage due to a major disaster.
- To develop mutual neighborhood relations in the event of an emergency

## Select Date, Time and Meeting Place:

The following flyers are available from Language People:

1. *Letter of Introduction*
2. *Meeting Invitations*

Discuss your plans with some of your neighbors. Set a time (AM or PM), date and place of meeting. Map out streets. Limited by amount of people you can accommodate in meeting place.

1. *Please contact Sign Language People (707-538-8900) to schedule a presenter and/or interpreter.*
2. *Having a meeting in your home encourages more interaction.*
3. *Having a meeting in a public room allows more people to attend.*

## Encourage Involvement:

Ask the people in your neighborhood for help to:

- \* *Hand out flyer/invitations*
- \* *Bring chairs*
- \* *Bring coffee*
- \* *Call to remind people about the meeting*
- \* *Bring Kit for demonstration*

## Inviting People:

Begin inviting people, 2 weeks prior to the meeting to give people time to plan their schedules.

**Personal contact is always the BEST method.**

1. *Ask others to help you contact your neighbors*
2. *Knock on door, if no one answers, go back another time*
3. *Speak only to an adult; do not leave your message with a child.*
4. *Make a list of each family contacted. Include name, address and phone number.*
5. *Call everyone 1-2 days before the meeting as a reminder. Ask someone to help you.*
6. *Post signs in the neighborhood the day before the meeting.*

## The Meeting:

### Supplies needed:

- Name tags, attendance sheet, pens
- Chairs
- Refreshments, spoons, cups, napkins etc.
- Hand-outs (available from Language People)
  - \* Emergency Supply Checklist
  - \* Plans to make (Individual, Family, and Home and Community Planner)
  - \* Steps to Take (Earthquake- Duck, Cover and Hold Tips)
  - \* Steps to Take (Foundation Bolts, Cripple Walls, Water Heater, Furniture)
- Map of neighborhood or streets
- VCR, screen or projector (depends on presentation)
- Paper and pencils for notes.

## Meeting Agenda:

1. Welcome
  
2. Personal introductions by guests
  - a. Where they live in the neighborhood
  - b. Length of time in the area
  - c. Employment, family, interests etc.
  
3. Program
  - a. Geological information
  - b. Video of earthquake damage
  - c. Family preparations
  - d. Emergency supplies
  - e. Home hazards
  - f. What to do during an earthquake
  - g. What to do immediately after an earthquake
  - h. What to expect after a major disaster “ The Big One”
  
4. Hand-out Documents
  
5. Q & A
  
6. Refreshments and conversation

*Note: To arrange for an interpreter contact Language People at (707) 538-8900*

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