



# Hosting the first READY NEIGHBORHOOD Meeting



## Before the meeting

- ☐ Decide the date and location for the meeting.
- ☐ Arrange for preparedness materials from St. Clair County Office of Homeland Security and Emergency Management at (810)989-6325, or e-mail [emergencymanagement@stclaircounty.org](mailto:emergencymanagement@stclaircounty.org). We will provide enough preparedness brochures for your neighbors.

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
- ☐ Invite your neighbors

## Meeting Day:

- ☐ Post signs directing people to the meeting.
- ☐ Have the sign-in sheet available for neighbors to complete either as they come in or during meeting.
- ☐ Arrange the room so that people can easily talk with each other.

## Agenda:

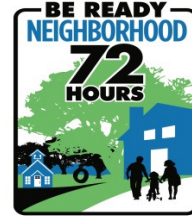
- ☐ Start the meeting with introductions:
  - Name and where you live
  - Rate your current level of preparedness 1 – 5: (1 is not well-prepared, 5 is well prepared)
- ☐ Purpose of this meeting is to:
  - Share information on personal and family preparedness
  - Decide if we want to prepare together for disasters
- ☐ Distribute preparedness brochures encouraging families to put together a disaster supplies kit, create a family disaster plan, and establish an out-of-area contact when local phone lines are overwhelmed.
- ☐ Decide as a neighborhood if you want to organize to take care of each other when disaster strikes
  - Neighborhood Time Commitment:**
    - Tonight's meeting – 1 hour
    - Next part – getting organized – 60 to 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 (page 2 of the Neighborhood Communication Worksheet). Choose a person to be the Neighborhood Coordinator and a person to be the Point-of Contact with St. Clair County HSEM (see Communications Worksheet for further instructions.)
- ☐ Decide where you will meet as a group after a disaster. This will be your Neighborhood Meeting Site. Be sure to include this information on your Communications Worksheet.
- ☐ Have participants complete the READY NEIGHBORHOOD Participant Survey.
- ☐ Set a date for the next meeting. Between now and the next meeting, have everyone work on personal and family preparedness.

## After the meeting:

- ☐ Complete the pertinent information on the Neighborhood Communications Worksheet
- ☐ **\*\*IMPORTANT\*\* Mail or e-mail the information to St. Clair County Emergency Management \*\***
- ☐ Create your communications plan with the information you gathered from your neighbors
- ☐ Test your communications plan and make changes as necessary.



# Ready Neighborhood



## You're Invited to a Neighborhood Preparedness Meeting



This meeting is to learn about basic preparedness and decide if we would like to use the St. Clair County Homeland Security and Emergency Management Ready Neighborhood Program to get organized and ready to take care of each other in disasters.

**Disasters Happen! Let's get ready together!**

Date:

Time:

Place:

For more information and to RSVP, contact:

\_\_\_\_\_ at (    ) \_\_\_\_\_

Or e-mail

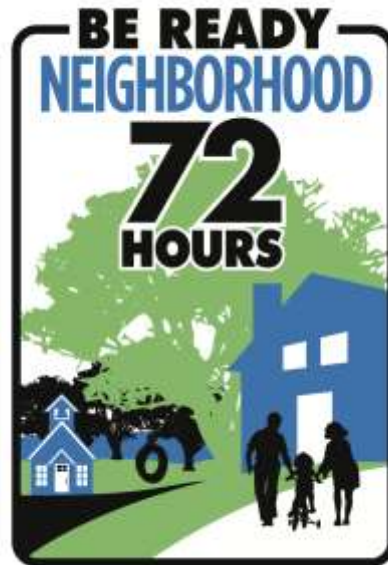
## Your Ready Neighborhood Communications Contact Sheet

This information is your neighborhood only. Be sure to include your Neighborhood Coordinator and Neighborhood Point-of-Contact on this sheet. Make copies for everyone in your Ready Neighborhood

## Please Print

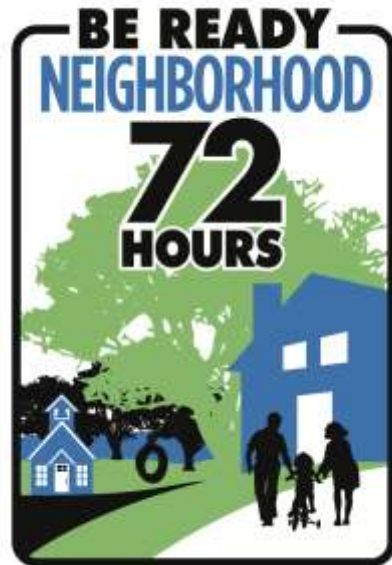
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# Disaster Preparedness Meeting



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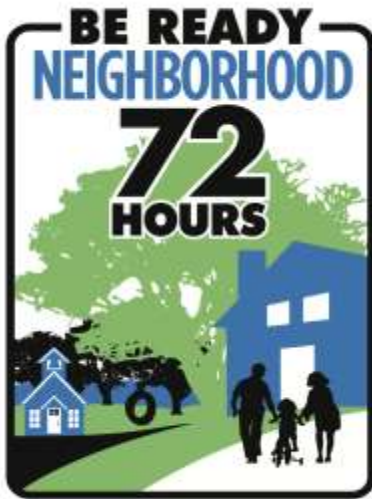
# Disaster Preparedness Meeting



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# THIS WAY

Draw arrow for direction



St. Clair County Homeland Security –  
Emergency Management

## READY NEIGHBORHOOD PARTICIPANT SURVEY

Are you really prepared? How prepared we are now, before a disaster, will determine what our lives will be like afterwards.

Neighborhood Name: \_\_\_\_\_

**Information provided will be kept confidential and used solely to develop an emergency plan and to reference in the event of an actual emergency.**

*Help us build a Neighborhood Disaster Plan! To complete the plan, we need to know what extra help you might need in a disaster, and what special skills or supplies you have that can help all of us. (All information should be kept confidential by the neighborhood and is only for neighborhood disaster planning.) Please complete one form per household, business, or organization and return it to your neighborhood contact. This information is voluntary.*

**What is your name, telephone, e-mail, and address?**

**Name:** \_\_\_\_\_

**Mobile Telephone:** \_\_\_\_\_

**Home Telephone (optional):** \_\_\_\_\_

**E-mail:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**What is the name and telephone number of one out of area emergency contact?**

\_\_\_\_\_

Does anyone at your address need translation? If so, what languages?

☐ Yes    What language? \_\_\_\_\_

☐ No

What animals or pets do you have at this address and how many?

☐ Dogs: \_\_\_\_\_ Name(s): \_\_\_\_\_

☐ Cats: \_\_\_\_\_ Name(s): \_\_\_\_\_

☐ Birds: \_\_\_\_\_ Name(s): \_\_\_\_\_

☐ Other: \_\_\_\_\_ Name(s): \_\_\_\_\_

Are the animals friendly? Circle one: Yes / No

Is there anyone at your address who may need some assistance during an emergency such as persons with young children or persons with limited, reduced ability or inability to see, read, walk, speak, hear, learn, remember, understand, and/or respond quickly?

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Does anyone at your address have special skills or training (e.g., experience or training with Red Cross, military, public safety, medical care, first aid, electrical, plumbing, telephone lines, gas company, or is multi-lingual)? If so, what kind or type?

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Do you have equipment or supplies that we can use in a disaster? If so, please describe the type, number available, number of people it can hold, drivers (if applicable), and 24/7 contact information.

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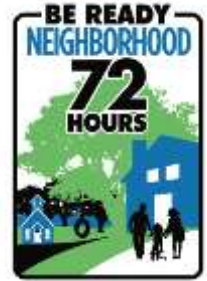
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## St. Clair County Office of Homeland Security and Emergency Management



### ST. CLAIR COUNTY ACTIVELY PREPARE REGISTRATION FORM Ready Neighborhood Registration Form

FORM IS AVAILABLE ONLINE AT [WWW.BeReadyStClairCounty.Org](http://WWW.BeReadyStClairCounty.Org)

This paper form is only for those who are not comfortable with online forms. Please return form to St. Clair County Office of Homeland Security and Emergency Management at 295 Airport Dr. Kimball MI 48074. Please call us with any questions or concerns at (810) 989-6965

(\*Required Fields)

First Meeting Date:
*Zip Code:
*# of Households in your Ready Neighborhood
*Neighborhood Response Site (street address or intersection)

### **NEIGHBORHOOD COORDINATOR**

*First Name
*Last Name:
*Address:
*City
*Zip
*E-mail
*Phone:
*OK to share this information with other Ready Neighborhoods? <input type="radio"/> YES <input type="radio"/> NO

OVER



## **NEIGHBORHOOD POINT OF CONTACT**

*First Name:
*Last Name:
*Address:
*City:
*Zip:
*E-mail:
Phone:
*OK to share this information with other Ready Neighborhoods? <input type="radio"/> YES <input type="radio"/> NO

### **\*CHECK ALL CATEGORIES THAT APPLY WHEN DESCRIBING YOUR READY NEIGHBORHOOD**

<input type="radio"/> Low Rise	<input type="radio"/> Single Family Dwelling	<input type="radio"/> Apartment/Condo
<input type="radio"/> Senior Housing	<input type="radio"/> Business	<input type="radio"/> Church
<input type="radio"/> Community Center	<input type="radio"/> Semi-Rural	<input type="radio"/> Rural

#### INFORMATION SHARING FOR NEIGHBORHOOD COORDINATORS

Occasionally, our office receives requests from Ready Neighborhood coordinators wanting to know if there are other neighborhood coordinators in their area. We will only share your contact information with other Ready Neighborhood coordinators in your area if you give us permission.

We value your privacy. Please note that we do coordinate with other departments and advisory councils within the City on programs and events that help promote community involvement and preparedness. Occasionally, you may receive e-mails and/or postal mail from us announcing these programs and events.

Justin Westmiller Director

St. Clair County Office of Homeland Security and Emergency Management

295 Airport Dr.

Kimball, MI 48074

(810) 989-6965