



Emergency Preparedness- Planning Meeting Agenda and Host Guide

*We suggest that this meeting be around 1 hour long.
Be sure to allow for some time before the meeting starts for team members to socialize.*

Tips to Prepare for Your Meeting:

Plan Your Meeting: Decide if your meeting will be in-person or virtual.

- If virtual, Some virtual meeting options include Zoom or Google Meets.
 - NOTE: Free video call options - [Zoom](#) allows for a maximum of 40 minutes free and [Google Meet](#) allows for 1 hour with a google account.
- If in person:
 - Decide where to meet. If you are not comfortable inviting the team to your home, ask your team leader or another team member if they could host or consider a nearby public location like a library, community center, or cafe with WiFi access.
 - Set up a seating area for your guests with a computer or TV with computer connection option (usually an HDMI cable or screencasting) so you can show a video and folks can easily see and hear it.
 - If you can, consider offering drinks or snacks! It doesn't need to be fancy, some home brewed tea and cookies or anything simple works.

Send a Reminder Email: One week before the meeting, send a reminder email to your team with the day/time/location of the meeting as well as the follow up activity that folks should have completed before the meeting. If you are meeting virtually, include the link for the virtual meeting. It can also be helpful to add your phone number into the email in case people arriving have questions about where to go or park. Here's a sample email:

- *"Hi all! Just a reminder our next team meeting is next [date, time] at my home, [address]. Please remember to mark the Find Your Local Risks action complete, review the Build Your Kit action and begin gathering items for your kit, and check out the disaster-specific actions that are relevant to your area before we meet. If you have any questions or need help finding my place, please feel free to text or call me at [phone number] I look forward to seeing you all then!"*

Facilitation Tips: Don't worry, meeting facilitation is easy! You don't need to be an expert on the topic or have facilitation experience. The role of the facilitator is simply to help guide the meeting process and keep things moving through the agenda.

To get ready right before your meeting, be sure to:

- Read through the agenda and practice any parts of the meeting that would be helpful like checking your video setup and playing the topic video.
- Look through the resources, read each one so you are comfortable with the content and ready to share them.
- Plan to watch the clock or set a timer to help you stay on time with the agenda. You can also ask someone else at the meeting to volunteer to help you watch the time.

During discussion sections of the meeting:

- Listen to everyone as they share, this will encourage people to participate. Another great way to encourage participation is to acknowledge or thank people for sharing or highlight something that was helpful or meaningful.
- After you ask a question, be sure to pause as needed for people to consider their answer and prepare to reply.
- If someone hasn't spoken much: consider encouraging them to share by asking them if they have anything they would like to add. If they share, thank them for sharing!
- If someone is talking a lot: consider thanking them for sharing and asking the group if anyone else has thoughts they would like to add.
- If anyone has questions throughout the meeting that team members can't answer, ask the Team Leader to take notes and send them to the program leaders for assistance.

Emergency Preparedness - Make a Plan Meeting Agenda

- **Time for Informal Socializing** (*10 - 30 minutes before the meeting start time*)
 - As guests arrive, greet them, mention where the bathroom is, food/drinks, etc.
 - Encourage folks to chat and connect before the meeting gets started!
- 20 minutes - **Welcome and Discussing Last Meeting Topic**
 - Welcome everyone
 - Discuss the topic from the last meeting and ask people to share what steps they have taken. Go around the room so everyone can participate. Ask the following:
 - How was your experience starting to put together your emergency preparedness kit? Did you reach any obstacles or have any questions?
 - If you decided to help each other by gathering supplies as a group, distribute the supplies. Provide the receipts to the team leader with your name on them so they can help to figure out any reimbursements.
- 10 minutes - **Emergency Preparedness - Make a Plan & Discuss**
 - Introduce the topic - for example:
 - Today we'll be focusing on the second major part of the Emergency Preparedness action category: Creating a Plan. Now that you have your kit ready, it is helpful to make a plan for relevant emergencies for your area.

- Share some good meeting place ideas for an emergency meet up if you are in the same neighborhood!
 - There are no videos for this session as this is the second module on emergency preparedness!
- 10 - 15 minutes - **Activity: Emergency Prep Scenarios Game**
 - Follow the activity instructions [here](#).
- 10 minutes - **Projects Discussion**
 - Completing a project as a team is a fun way to make an impact in your community, work together, and create a healthier and brighter street, neighborhood, school, or city. Projects can be as simple as planting one tree, or as fun as putting on a waterway clean up. You could decide as a team to keep your block's storm drains clean with a team schedule, or even put on a fun event to bring additional neighbors into your team, or start a new team on the next block. Projects can also go further, and your team could start a community garden plot in your neighborhood, work to put in a stop sign at a fast intersection or advocate for a new program within the city or county, etc. It's really up to your team what you decide to do!
 - Take some time to share either an idea you have or a problem in your community, and a potential project that could fix that problem!
- 5 minutes - **Follow Up and Next Steps**
 - Go over the next steps with your team, let them know you will also send the follow up steps by email: Before the next team meeting:
 - Log onto the Challenge site and navigate to the Emergency Preparedness action category.
 - Add the Make A Plan action to your list - set a goal, review the action page and then set up a time to meet with everyone in your household to Make Your Plan!
 - Thank everyone for coming to the meeting!
 - Remind everyone if they have any questions about using the online platform they can send them to your team leader who can ask the program lead for assistance or submit a question through the site using the questions form.
 - Ask your team leader to confirm who is leading the next meeting and ask that team member to remind folks of the date and time of the next meeting.

Follow Up from Your Meeting:

Great work! Terrific job leading your meeting! We hope you had fun and that your team is excited about the topics and taking actions. Your last step - follow-up:

- After your meeting, ideally within 24 hours, send a follow up email to everyone in your group. Here's a sample email:
 - *"Thank you all so much for attending yesterday's team meeting! As a reminder our next meeting will take place on [date, time] and will be hosted by [name of next meeting host]. Before our next meeting, be sure to complete the following:*

- *Log onto the Challenge site and navigate to the Emergency Preparedness action category.*
- *Add the Make A Plan action to your list - set a goal, review the action page and then set up a time to meet with everyone in your household to Make Your Plan!*

If you have any questions or issues using the Challenge site, reach out to [team leader's name] or post a question through the question form on the site. Thanks again!"