

# NEIGHBORHOOD EMERGENCY PREPAREDNESS MEETING

Time: \_\_\_\_\_  
Place: \_\_\_\_\_  
Host and Coordinator: \_\_\_\_\_  
Host phone number and/or email: \_\_\_\_\_

Please join our immediate neighbors for a short meeting to discuss the attached brochure, developed by a local "Neighborhood Watch" police officer. It outlines a simple plan for us to help one another prepare for a disaster or emergency.

Also, please fill out the emergency contact information form below and bring it to the meeting. This info will be shared with immediate neighbors only. (In the event of an emergency of any kind, it would be very helpful to neighbors and emergency response personnel such as police and fire department).

## Meeting Agenda (30-45 Minutes)

- Review "Neighbors Helping Neighbors" brochure 5-Step Plan
- Discuss emergency communication plans and share info
- Share ideas for accomplishing the 5-Step Plan
- Share source ideas for First Aid Kits, portable 72-Hour Kits, Emergency Food and Water
- Designate volunteers to pick up items needed and distribute to neighbors
- Set a date for a follow-up meeting and a deadline to accomplish the 5 steps

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## Emergency Contact Information Form

Family Name: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
Name of all occupants of the home, (include children's ages):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Phone numbers, (Home, office, mobile, school): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Family email address: \_\_\_\_\_  
Out of area emergency contact person and phone number:  
\_\_\_\_\_  
\_\_\_\_\_  
Pet by name: \_\_\_\_\_  
Location of gas and water shut-off valve: \_\_\_\_\_  
\_\_\_\_\_



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