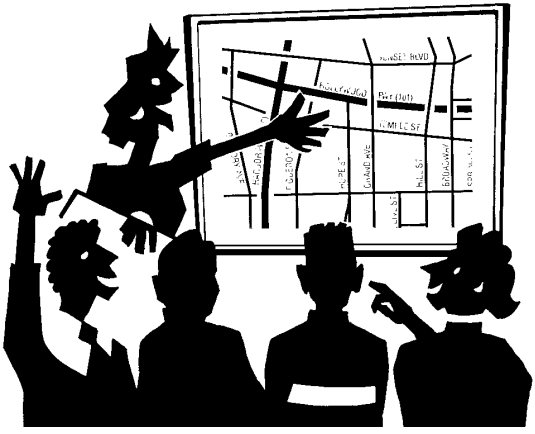


# ESP FOCUS

## Conduct a Meeting



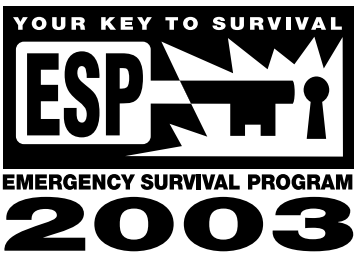
## Now is the Time to Start

The beginning of the new year is a good time to begin your preparedness effort. Start today by organizing a meeting with neighbors, co-workers and school officials.

Because floods, fires, earthquakes and other emergencies present us with more challenges to solve in a fast-paced world, we need to work with our neighbors, co-workers and school officials to prepare for emergencies.

Most cities and counties in California have their own emergency agency. Your local emergency agency is responsible for developing emergency plans of your city or county, as well as the coordination of its preparedness, response and recovery efforts.

The reverse side of this ESP Focus sheet provides tips on conducting an organizational meeting to discuss your emergency plan.



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# F E B R U A R Y

## Identify Interested Persons

After you've called your local emergency agency, find people who might be interested in helping. There are many possible participants within each group. Use the table below as a guide for identifying members of Planning Committees.

Neighborhood	Business	School
Neighbors	Owner	Principal
Community Leaders	Risk Manager	Risk Manager
Business Owners	Personnel Officer	Faculty Members
Fire Department	Dept. Managers	Staff
Police Department	Facility Coordinator	Parents
Healthcare Providers	Fire Department	Fire Department
American Red Cross	Employees	Police Department
	Police Department	Students

Members of the Planning Committee should get together before the first meeting to set goals for your emergency preparedness and response program.

## Prepare an Agenda and Goals

Plan your meeting after you've spoken to people who might be interested. Organize the meeting by developing goals and setting an agenda. Some of the goals of your first meeting may be to:

- Discuss emergency threats.
- Stress the need to prepare.
- Inventory supplies, equipment and tools.
- Assess the skills of interested persons.
- Determine dates and times for future meetings.

## Contact Others

Invite others who share your interest to participate in your preparedness efforts. You can use the following script to explain the importance of emergency preparedness and response, what you hope to accomplish and how they can assist in making the group's effort successful.

Hello, my name is \_\_\_\_\_. I recently learned that we might be on our own for 72 hours or more after a major earthquake or another disaster. I think we need to be better prepared. We're holding a meeting at \_\_\_\_\_ on \_\_\_\_\_ in \_\_\_\_\_.  
TIME  
DATE                      LOCATION

Are you interested? My telephone number is: \_\_\_\_\_.

## Discuss Local Hazards

Invite someone from your local emergency agency, fire department, law enforcement agency or local chapter of the American Red Cross to talk about the hazards that threaten your area and what you can do to be prepared.

## Identify Skills and Supplies

Distribute a questionnaire to identify each person's skills, as well as the equipment, supplies and other resources available. After the meeting, the Planning Committee should review the completed questionnaires and assign people to sections within their emergency response team.



This action sheet is produced as part of the Emergency Survival Program (ESP). ESP is an awareness campaign designed to increase emergency preparedness at home, in the community, at work and at school. ESP was developed by the County of Los Angeles. The California Governor's Office of Emergency Services (OES) and representatives from Southern California cities and counties assist in the development of campaign materials and coordination of the campaign.