

How to organize a **Map Your Neighborhood** meeting

1. Obtain copies of **Map Your Neighborhood** and **Living on Shaky Ground** for every home in your area. They are available at the Citizen Information Office on the first floor of City Hall, next to the Council Chambers. Call first to make sure they have enough: (503) 675-3992.
2. If you have emails for everyone, you can email them an invitation to the meeting, then distribute the booklets with the instructions for everyone **to read them and bring the booklets with them to the meeting.**
3. If you don't have emails, and/or don't know everyone, take the booklets around to each house and extend a personal invitation to the meeting, with the same instructions.
4. If it feels comfortable, you could get phone numbers and emails on first contact, which you will be exchanging at the meeting. If you get it beforehand, you could save time by typing it all up and giving everyone a list at the meeting. It also enables you to follow up properly. If not, do it at the meeting.
4. Follow up. Not everyone will RSVP to an email invitation, so you'll need to follow up, probably with a personal phone call, to get confirmations. Then send out a reminder a couple of days before the meeting.
5. If they don't show up at meeting time, call them! Someone always forgets, but will then come over.

Personal contact is key. Building community is what will enable you to help each other out in an emergency.

Conducting the meeting

1. Provide some refreshments for people to nibble on as they gather, and afterwards. This creates a welcoming atmosphere, and gives everyone a chance to meet. When you start the meeting, have each person introduce themselves.
2. Go through the **Map Your Neighborhood** brochure, page by page. Make a map of your zone beforehand and have everyone draw the shape of their house and the location of their gas meter on one map, then scan it and email to everyone, or print it out and give it to them. They should have a copy of that pasted in their **MYN** booklet, which should go in their emergency kit. Ditto with the list of contact info.
3. Refer to the **Shaky Ground** booklet and discuss whatever people want to talk about to help everyone know where to start on preparing their homes and building emergency kits. Kits are very individual, so each person should think through what their needs might be. At a minimum, you should have one for the car, one for work or wherever you spend a significant amount of time, and one in case you have to evacuate. Stock provisions in the house for a good 30 days and you will have enough to share. Just talking it through will yield lots of great suggestions, help clarify the issues for each person, and knit you together as a community.

The meeting shouldn't need to be more than an hour and a half. You may wish to schedule further meetings to work on details.

