



How To Host a *Map Your Neighborhood (MYN)* Meeting

The FAN Ready Friendly wants to provide you with as much help as you'd like during every step of the process. Once assigned, keep track of your Ready Friendly contact person:

1. ***Get to know the Map Your Neighborhood (MYN) program:***

- Read the MYN Workbook (Building and Strengthening Disaster Readiness Among Neighbors) that will be used at the meeting. Get a copy from [Ready Friendly](#) or view/print a [PDF version of the workbook](#).
- Watch the "Facilitator Training" video (4:25) for the MYN training—either on the DVD or [here](#).
- Skim the 60-minutes MYN video (11 sections), or watch the whole thing—either on the DVD or [here](#). This is the video you will watch with neighbors.
- Check the [FAQs](#) (Frequently Asked Questions).
- Links to all program materials referenced in this guide are available [here](#).

Tip: Consider recruiting 1-2 other neighbors to help you organize your group.

2. ***Define your MYN group boundaries and make a map.***

Choose your group's boundaries as recommended in the MYN DVD. Your area should encompass about 15-25 households, and it should generally include both sides of a street, corner to corner, rather than all four sides of a block. Write down street addresses for every house or apartment within your boundary area, whether they participate or not.

Now make a map. You can hand draw a map or use Google Maps. Number the houses sequentially and also by actual street number. Make photocopies of your map to glue into each workbook (see Step 5), as this will save meeting time and everyone will have the same version of the map.

3. ***Pick a place and time for the MYN meeting.*** Choose a date and time that seems most convenient for your neighbors. The meeting will take about two hours.

Optional: If you want to do some advance promotion of the meeting, you might pick 2-3 meeting date options, and poll some neighbors to find out which date is best. Otherwise, keep it simple and choose a date/time before you go door to door.

Identify a meeting place, your home or someone else's, where a television set with a DVD player is available. Plan for seating up to 20 people. Make sure the DVD player has a "pause" function, as this is called for in the DVD.

Complete the [MYN Invitation Form](#) with the meeting date/time, etc—before making copies to give to your neighbors.

4. **Figure out how you will collect contact information from group members.** There are several methods listed here. Take your pick. See our policy on privacy in Step 9 below.
 - a) Collect contact information when you go door to door with the [Group Contact Information Form](#). Then you can transcribe this info into a blank MYN workbook (on Your Neighborhood Map and Contact List page), and make copies to insert in each neighbor's workbook. Participants will still need to add more information at the meeting (e.g. special needs). This method saves meeting time—but the group misses out on connecting names with faces by doing this verbally as part of the meeting. **OR**
 - b) Wait to collect all the information during your meeting. Have each person state their name, phone, etc. This method gives neighbors the best chance to attach names to faces, yet it may feel like a slow process. When you go door to door, just use the [Group Contact Information Form](#) to track names and level of interest. **OR**
 - c) Compile the information in a spreadsheet—either beforehand or at the meeting. Consider having neighbors complete this [Household Information form](#).

5. **Go door to door and talk to your neighbors.**

Tip: this is the most time consuming task for many group organizers, so consider recruiting another neighbor to help you. Do make the effort to talk to all neighbors within your boundary, whether you expect them to attend or not. Include new neighbors, students, those with impairments, renters, or those who may need to juggle their work schedule to attend. Assume that people will be interested. MYN groups work best when they involve as many of the neighbors in your MYN area as possible.

Give yourself several days to contact everyone. If some people aren't home on your first visit, try the next day at a different time. Ask each neighbor to send someone in their household to the meeting. Not all neighbors will choose to attend, and others will be busy. Expect 30–40% of households to attend. The more face-to-face contact you have with your neighbors, the more attendance you will get. Simply dropping a flyer under neighbors' door mats (especially neighbors you don't know) will likely not generate much attendance.

Here is what to take with you:

- [MYN Invitation](#) (Step 3). Leave a copy with each household.
- [Household Information Form](#) (Step 4), only if this is your method to collect this info.
- One copy of the official MYN Workbook to show neighbors. Tell people they will get their own copy at the meeting.
- One copy of your group boundary map.

- MYN [Group Contact Information Form](#)
6. **Send reminders.** If you have time, one or two days before the meeting, contact your neighbors by phone or email to remind them of the date, time, and place.
 7. **Pick up MYN Workbooks for the households you expect to attend your meeting.** Contact friendlyareaneighbors@gmail.com with the number of workbooks you need.
 8. **Hold the MYN meeting** according to the instructions in the DVD and workbook.

Tip: Keep things moving. Ask a group member to serve as timekeeper. Neighbors will have a tendency to talk about all sorts of things resulting in the meeting running too long. The MYN training normally takes about two hours if you stick to the agenda.

Hot Tip: When the agenda gets to the Neighborhood Skills and Equipment Inventory page, **skip ahead** to the Contact List page. If you have already compiled this information for your group, then review it now. If you still need to compile it, do this part next, then return to the Skills and Equipment page. As people state their skills/resources for each category, simply enter their sequential house number from your map, rather than list their names and addresses. Switching the agenda order in this way will save considerable time.

Designate your **Group Leader/s**, who will be responsible for future communication with your MYN group members and with Ready Friendly. This person may be the host or someone else. We request your Group Leader/s gather the group annually to refresh the training or to pass on other emergency preparedness information.

9. **Contact** friendlyareaneighbors@gmail.com with the following information:
 - name and contact information for your Group Leader/s
 - address of your group's designated Care Center
 - copy of your group's map and/or street addresses included in your group. Do not send us names of individuals in your group or any other personal information.

Sharing personal information is a concern for many people. The only information that Ready Friendly collects is listed above. Other information about group members is only for the internal use of your group. If someone does not want to share information about themselves, they are not obligated to do so. **Please make this clear to your group.**

10. **Follow up with those who expressed interest and didn't attend.** You have several options:
 - a) Deliver a fully completed copy of the MYN Workbook. Point out the neighborhood gathering place, care center location, and Group Leader.
 - b) Deliver only your group map and neighbors' contact info. Also loan the DVD or send video links to watch on their own.

Tip: We suggest that you distribute the personal information shared by those at the meeting only with neighbors who choose to participate in your group.

RESOURCES

Friendly Area Neighbors Ready Friendly (including Map Your Neighborhood handouts and videos)

friendlyareaneighbors@gmail.com

friendlyareaneighbors.org/ready-friendly.html

City of Eugene Department of Emergency Management

940 Willamette Street, Suite 200

Eugene, OR 97401

541-682-5860

www.eugene-or.gov/255/Emergency-Management

Ready.gov

<http://www.ready.gov/>

American Red Cross of Oregon

www.redcross.org/local/oregon

Federal Emergency Management Agency (FEMA)

<http://www.fema.gov/>

The Humane Society- Disaster Planning for Pets

www.humanesociety.org/about/departments/disaster_preparedness.html

Video: Preparing Makes Sense / Prepararse Tiene Sentido

<https://www.fema.gov/media-library/assets/videos/78834>