

STEPS TO START MYN IN YOUR NEIGHBORHOOD

1. Before your introductory meeting

- a. Review the **MYN Booklet** and familiarize yourself with the important aspects of MYN. You can download the PDF from the MYN website:
oakmontvillage.com/myn
- b. Recruit several neighbors to assist you.
- c. Define neighborhood boundaries/homes included. *We can help!*
- d. You can either print the MYN Booklet at home or go to the OVA office and fill out a 'copy request form' located at the counter in the main office. The requested documents are printed within a day or two, so plan accordingly.
- e. Create a neighborhood map. We can help, or here's a document that may help:
oakmontvillage.com/article/how-to-make-a-neighborhood-map
- f. Determine when and where the first meeting will be held. There are sample letters that you can use to send out to your neighbors (Support Materials web page)
- g. (optional) We suggest that you watch the old **Map Your Neighborhood** video as a supplemental source of information. Watch both the 'Facilitator's' section and the 'Neighborhood Meeting' section of the DVD before you conduct your meeting. The DVD is produced in a play-pause format and has closed-caption for the hearing impaired. Available online at YouTube:
youtu.be/KMOFtk8xeV0

2. Personally invite each of your neighbors.

- a. In addition to the invitation letter give them a copy of the "**Neighbor Contacts form**" and ask them to bring it to the meeting. (Optional – you can hand them out at the meeting and have everyone fill it out there but that takes more time).
- b. From the "**Neighbor Contacts form**" you can create a "**Neighbor Contacts Summary**" for each home. You can download the template form from Support Materials MYN website.
- c. Send an (optional) reminder note of the meeting

3. At the meeting

- a. Introductions – name, house number, something unique and recognizable about the home.

- b. Do a brief “ice breaker,” i.e., tell us about (your choice, pick one) your favorite: movie, book, teacher, flavor of ice cream or vacation trip. In doing this you are learning something “new” about your neighbors. Note: meetings can run long so try to keep topics like this brief.
- c. Hand out the **Neighbors Contact Summary** (backup to map) if created and review for corrections if done beforehand. Determine how this information is going to be shared. It can be confidential information and stays within your own neighborhood. This is a choice for the neighborhood and needs to be unanimous.
- d. Give a brief **overview of MYN**. Talk about why emergency preparedness is important, neighbors helping neighbors, etc. Include the difference between evacuations and sheltering in place.
- e. Create a neighborhood map if not done already.
- f. Identify individual skills (**MYN Booklet** page 7).
- g. Identify individual equipment availability (**MYN Booklet** page 8).
- h. Identify a Care Center, a neighborhood place where someone injured or ill can be watched/cared for. Have an alternative.
- i. Identify a Gathering place where everyone meets in the event of an earthquake or other reason for sheltering in place. This is typically a driveway or a street corner/front yard. Have an alternative.
- j. Talk about having a buddy system, sharing house keys and/or special needs/instructions. This can be with one or more neighbors, next-door or not.
- k. Review the importance of teams during a shelter in place disaster: Team 1 checks on those who are not at the Gathering site; Team 2 checks the gas meters, turns off water; Team 3 keeps current with radio information, alerts, etc. Do what works best for your neighborhood. Then talk about
 - i. When and why do you turn off the gas? Smell it, hear it (hissing) or if the meter is running rapidly.
 - ii. when why and where do you turn off the water? At the house, not the street.
- l. Review the use of the Help/Okay signs and their importance.
- m. Talk about **Evacuation Checklists**: Go-bags & Stay Kits - personal and pets. Where to order supplies, i.e., hard hats, food, etc., how much water to have (1 gal/person/day for minimum of 7 days), etc.
- n. Refer to MYN website for FAQs.
- o. Talk about how to assist each other, particularly those who don’t drive or require assistance, special needs (i.e., oxygen, meds, walkers), etc. The advice

is, if necessary, to drive them to the nearest shelter. HAVE A PLAN. HAVE A PLAN. HAVE A PLAN.

4. After the meeting

Hold regular neighborhood gatherings – social as well as MYN reviews. This is especially important as new neighbors move in.