

NATIONAL PREPAREDNESS MONTH EVENT PLANNING SHEET

USE THIS SHEET TO HELP PLAN EVENTS IN SEPTEMBER FOR YOUR FAMILIES, PARTNERS AND COMMUNITY GROUPS.

Activities for Individuals:

- Have a Family Preparedness Night: Over dinner, discuss your evacuation and emergency communications plans.
- Help a friend or relative assemble a Go Bag, a collection of items you may need in the event of an evacuation.
- Place *Ready New York* guides in lobby of your building.
- Sign up to receive FREE emergency preparedness tips. (see reverse side for details)
- Be a Ready New Yorker – submit your preparedness story to the Ready New Yorker of the Month contest at www.NYC.gov/readyny to win 2 free Go Bags.
- Are you Ready? Test your Readiness IQ at www.whatsyourrq.org/survey.htm or take the American Red Cross quiz at www.nyredcross.org to see how prepared you really are.

Activities for Businesses:

- Schedule an afternoon with your staff to review your insurance policies and discuss business continuity plans. Visit the *Ready New York* or *Nonprofit Coordinating Committee of New York* websites to download business continuity planning worksheets. Share these resources with colleagues, partners and private stakeholders.
- Register with CorpNet to receive notification of incidents that may affect business in your area at www.NYC.gov/corpnnet.
- Place a link from your homepage to the *Ready New York* homepage at www.NYC.gov/readyny to help promote preparedness throughout September.
- Email employees NYC Department of Health and Mental Hygiene fact sheets, encourage them to learn more about helping people react during a disaster. (see reverse side for more details)
- Host a “Preparedness Day/Fair” at the office: conduct fire drills, review crisis management plans, promote disaster volunteerism, and/or raffle off a Go Bag.
- Schedule CPR/First Aid training for interested employees; ensure your agency has an Automated External Defibrillator (AED) and training. (www.nyredcross.org)
- Schedule a Blood Drive for your office. Contact the NY Blood Center at www.nybloodcenter.org.

Activities for Community Groups:

- **Network:** share the Citizen Corps Council Directory with colleagues and partners. Create links by exploring other places that your information and services can be listed such as Coordinated Assistance Network (CAN), Voluntary Organizations Active in Disasters (VOAD), Human Services Council (HSC) or New York Disaster Interfaith Services (NYDIS). (www.NYC.gov/citizencorps)
- Get trained - become a volunteer. Promote local volunteer groups. (see reverse side for ideas)
- Distribute emergency preparedness information at local events. For example, focus on preparedness at your local PTA back-to-school night.
- Request a preparedness presentation for your organization. (see reverse side for programs)

WEBSITES AND RESOURCES

PRINTED RESOURCES:

American Red Cross:

www.nyredcross.org/page.php/prmID/328

Coordinated Assistance Network (CAN):

www.can.org

Citizen Corps Council Resource Directory:

www.nyc.gov/citizencorps

www.nyc.gov/html/oem/downloads/pdf/ccc_member_resource.pdf

DOHMH Mental Health Fact Sheets:

www.nyc.gov/html/doh/html/mhdpr/mhdpr-fact.shtml

www.nyc.gov/html/doh/html/mhdpr/mhdpr_res.shtml

Nonprofit Coordinating Committee of New York:

Disaster Planning, Emergency Preparedness & Business Continuity

www.npccny.org/info/Disaster_Planning.doc

NYC Office of Emergency Management (OEM):

Ready New York Emergency Preparedness Material

www.nyc.gov/readyny_or_call_311

NYDIS Disaster Tip Sheets for Religious Leaders:

www.nydis.org

Readiness IQ:

www.whatsyourrq.org/survey.htm

PREPAREDNESS TRAINING/ E-MAIL TIPS:

American Red Cross: Prepare New York Training: (www.nyredcross.org/getprepared.php or 1-877 RED CROSS (1-877-733-2767))

NYC Office of Emergency Management: Ready New York Training, CorpNet, Tip of the Week, emergency alerts: (311 or www.nyc.gov/OEM)

New York Disaster Interfaith Services: Congregational Preparedness Training and NYDISNet: (www.NYDIS.org or 212-669-6100)

VOLUNTEER OPPORTUNITIES:

American Red Cross: www.nyredcross.org

Boy Scouts of America– Greater NY: www.bsa-gnyc.org

Community Emergency Response Teams (CERT): www.nyc.gov/cert

Community Service Society/ RSVP: www.cssny.org/rsvp/index.html

Department of Health and Mental Hygiene– Medical Reserve Corps: www.medicalreserve.org

New York Cares: www.nycares.org

New York Disaster Interfaith Services: www.nydis.org

New York Police Department– Auxiliary: www.nyc.gov/html/nypd/html/pct/aupdhow.html

Salvation Army: www.salvationarmy-newyork.org

September Space/ World Cares Center: www.worldcares.org