



How to Host a Community Action and Preparedness Program Event

Here are some suggestions for simple events and activities to promote emergency preparedness within your organization.

- Promote your **Praise & Preparedness** event to your members by including information in your newsletter, website, e-blasts, bulletin board and program. You can also use the materials we've put together for you in our online toolkit.
- Designate an evening for your members to make copies of important documents, such as vital records, insurance information, passports, wills and vehicle registration to include in their Ready kit.
- Conduct a fire or other safety drill before or after your service during National Preparedness Month in September.
 - Alert your members about the drill at least a week prior by using our drill announcement template.
 - Provide your attendees with printed family emergency plan templates and Ready kit checklists, which can be found in the online toolkit.
 - Be sure to have a plan to help those with functional needs evacuate.
- Conduct a Ready kit supply drive and assembly.
 - Alert your members of the emergency supply drive and assembly day by using our Ready kit preparation announcement template.
 - Designate a day to have a Ready kit assembly. Encourage members of your *[insert organization]* to come by and help assemble Ready kits.
 - Handout family emergency plan templates and Ready kit checklists, available in our online toolkit, to all who attend.

For more information and resources, visit gema.georgia.gov/praise-preparedness