How to Conduct Zone Meetings

It’s time to set up your Block Captain neighborhood or “zone” meeting to educate and update residents on Emergency Preparedness for the City of Rolling Hills. Ideally, we request all zone meetings to begin at the beginning of “fire season” and completed no later than November of each year. Our goal is to provide the latest fire safety information to residents and to provide a forum for residents to ask questions and provide feedback.

Five Easy Steps to Planning a Zone Meeting

1. Contact your co-Block Captain(s) and select a date and location. Meetings can be held either at a private residence or at the RH City Hall. You must contact RH City Hall to make a reservation for the date you desire to ensure both facilities and the first responders are available.

2. Select a topic for your meeting. Each year Block Captains focus on a main topic for a zone meeting but you are free to choose any topic from the LA FD “Ready! Set! Go!” brochure, such as:
   - Create your Emergency Supply Kit for your home
   - Prepare your Personal Wildfire Action Plan
   - Safeguard or “Harden” your home

3. Prepare invitations to the zone meeting; if you need copies printed of your invitation contact RH City Hall for assistance. A sample invitation is below:

   “Elaine Jeng, City Manager of Rolling Hills, is asking all residents to participate in a neighborhood or “zone” meetings to receive the latest updates on Emergency Preparedness. It is important for residents to be prepared for potential wildfires, earthquakes or other emergencies when they occur.

   The Block Captains for our zone (number) include (Block Captain names). We are co-hosting our zone meeting on (date), from (time) at (City Hall, 2 Portuguese Bend Road or home address). We will provide the latest news on the RH Block Captain program and will distribute updated Resident Information “kits” to all attendees.

   Please help us by encouraging all residents in our zone (list the street addresses) to attend. This is a great way to meet your neighbors. Please email me or call me and let me you if you can attend.”

4. Contact neighbors and collect RSVPs. Each year we update contact information for residents. Use the latest contact information available for your zone and mail or tape invitations outside of the mailboxes in your zone. If most residents can’t make the meeting then consider rescheduling.

5. Review the items you need for your meeting:
   - Resident Information “Kits”: The binder contains general information on resident needs before and during an emergency, including step-by-step instructions on what to do in either an earthquake or a wildfire. The Wildfire Checklist has an area for a
resident to enter neighbor phone numbers or you can collect at the meeting and distribute later. Contact Yohana Coronel, RH City Clerk, to produce the desired number needed.

- **Sample Emergency Preparedness Kit** – Bring a sample “survival” kit to illustrate what is typically needed for emergencies. Residents respond positively when they can see items they might want to include. A brief list of items is on THE LIST page in their notebook.
- Bring pens and clipboards to write with, along with blank name tags and a sign-in sheet, asking for name, address, email and phone (home and cell). This will help you update your resident list.

**How the meeting will go**

1. Introduce host/hostess, Block Captains, First Responders and any guests.
2. Explain the purpose of the meeting and provide updates/priorities on the Block Captain Program.
3. Go around the room and ask each person to introduce themselves, give their address and #1 top issue/concern. First responders and guests are prepared to answer questions but record unanswered questions and submit to the Lead Block Captain to obtain and answer.
4. Review key items included in the Resident Information Kit:
   - Welcome Letter
   - THE LIST
   - Resources – to be filled out during the meeting if possible
   - City of Rolling Hills Wildfire Checklist
   - Wildfire Preparation and Evacuation Recommendations
   - LAFD – “Ready! Set! Go!” booklet
   - City of Rolling Hills Earthquake Checklist
   - US Geological Survey – “Putting Down Roots in Earthquake County” booklet
   - How to use your water heater for drinking water in case of an emergency
   - HELP-OK signs. To be posted on mailbox or sign during an emergency
   - Waterproof tags to mark gas meters and water shut off valves
5. Ask all your residents to help contact residents in your zone who missed the meeting.
6. Invite them to review the sample Emergency Preparedness Kit and thank them for attending.