***Sample Neighborhood PREP Meeting Agenda***

**Introductory Meeting**

**(Insert Date, Time, Location)**

**Agenda**

1. Welcome
2. Explanation of Neighborhood PREP – leadership, response team, neighborhood survey, resource directory
3. Brief introductions (to allow each attendee to acknowledge their interest in joining the PREP team and supporting the effort)
4. Presentations by emergency management professionals (if available)
5. Discussions to identify disaster threats in the neighborhood, discuss personal experiences with previous storm events and exchange ideas
6. Distribution of forms and materials
7. Designation of key leaders
8. Conclusion