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Worksheet 1: Inventory of Plans

Description: Worksheet 1 is intended to be distributed to potential participating organizations and agencies prior to the meeting to facilitate the identification of local public and organizational plans and planning processes relevant to disaster recovery and community improvement and development. This worksheet can be helpful to engage participants registered for the meeting in identifying relevant plans. The form includes questions about the scope of the identified plans.

Worksheet 1: Inventory of Plans

We are conducting an inventory of planning efforts to determine the extent to which local organizational and community plans support health, resilience, and sustainability in general and in the event of a disaster. The information you provide on this worksheet will be used to inform a community meeting.

Name:

Agency/Organization:

Email:

Phone:

|  |
| --- |
| 1. Does your agency/organization have an existing disaster recovery plan? (circle one) |
| Yes No Unsure |
| 1.a. If yes, in the next year, does your agency/organization intend to update its disaster recovery plan? (circle one) |
| Yes No Unsure |
| 1.b. If no, in the next year, does your agency/organization intend to develop a disaster recovery plan? (circle one) |
| Yes No Unsure |
| 1. Does your agency/organization have a plan aimed at community improvement? (circle one) |
| Yes No Unsure |
| 2.a. If yes, in the next year, does your agency/organization intend to update its community improvement plan? (circle one) |
| Yes No Unsure |
| 2.b. If no, in the next year, does your agency/organization intend to develop a community improvement plan? (circle one) |
| Yes No Unsure |
| 1. In the next year, does your agency/organization intend to develop or update any plans related to general improvement? |
| Yes No Unsure |

|  |
| --- |
| 1. If yes to any of the above: |
| 4.a. What is the name of your plan? |
| 4.b. What year was the plan adopted? |

|  |
| --- |
| 1. Where is the plan in the development process? (circle one) |
| In development Proposed Adopted |
| 1. What are the primary goals of the plan? |
|  |
| 1. Was the plan informed by assessment data? (circle one) |
| Yes No Unsure |
| 7.a. If yes, what was the focus of the assessment? |
|  |
| 1. What is the geographic and/or population reach of the plan? |
|  |
| 1. What challenges arose during the development of the plan? |
|  |
| 1. Provide a link to the plan or send it to [project contact]. |
|  |

Dear [Name],

Email Invitation Template

We would like to invite you to a meeting on improving community health in the aftermath of a disaster [or alternative event title]. This meeting will bring together stakeholders from across the community to discuss ways we might better include health needs in the post-disaster planning efforts of [community]. By incorporating a vision for a healthy community into disaster recovery planning, [community] can take full advantage of opportunities to improve the health and living standards in our community. Attached is more information on how your sector can contribute to this process [Can attach “Making the Case” in Appendix B for each sector].

The details of this meeting are:

[Location]

[Date]

[Time]

Sincerely,

[Community Contact]

Dear [Name],

Email Pre-Meeting Welcome

Thank you for registering to attend our meeting on improving community health in the aftermath of a disaster [or alternative event title]. This meeting will bring together stakeholders from across the community to discuss ways we might better include health needs in the post-disaster planning efforts of [community]. By incorporating a vision for a healthy community into disaster recovery planning, [community] can take full advantage of opportunities to improve the health and living standards in our community.

The details of this meeting are:

[Location]

[Date]

[ Start Time and End Time]

To facilitate our activities and communication at the meeting, we are asking all attendees to bring a copy of their organization’s disaster recovery or other long-term plan to the meeting. If your organization does not have a suitable plan or has one you are not able to share, please bring material on any strategy your organization has created for looking to the future (e.g., a strategic map).

We look forward to seeing you at the meeting. If you have any questions, please get in touch with [name], our [title].

Sincerely,

[Community Contact]

**[Title of Meeting]**

Model Agenda

**[Date and Time]**

**[Location]**

**Welcome and Overview (58–85 minutes)**

* Welcome and Housekeeping (10–20 minutes)
* Warm-Up Activity (20–30 minutes)
* Disaster Recovery Planning Overview Presentation [Name of Presenter] (18–25 minutes)
* Participant Discussion (10 minutes)

**Break (15 minutes)**

**Community Vision (45 minutes)**

* Discussion of Participants’ Organizational Visions for [Community] (30 minutes)
* Participant Discussion and Next Steps (15 minutes)

**Local Context (45–55 minutes)**

* Introduction (5 minutes)
* Presentation of Findings from [Host’s] Scan of Community Plans by [Name of Presenter] (20–30 minutes)
* Participant Discussion and Reactions (20 minutes)

**Lunch (60 minutes)**

**Planning Workshop (65–85 minutes)**

* Introduction (5–10 minutes)
* Small-Group Planning (30–45 minutes)
* Individual Sharing of Potential Changes (15 minutes)
* Participant Discussion and Next Steps (15 minutes)

**Break (15 minutes)**

**Change Analysis (45 minutes)**

* Introduction (5 minutes)
* Completion of Force Field Analysis Worksheet (5 minutes)
* Small-Group Discussion of Worksheet (15 minutes)
* Report Back and Discussion (20 minutes)

**Alignment and Next Steps (60 minutes)**

* Reflection (15 minutes)
* Decision Activity on Participants’ Commitments (15 minutes)
* Identification of Actions Needed for Change (10 minutes)
* Completion of Action Worksheet (10 minutes)
* Discussion of Participants’ Future Level of Involvement (20 minutes)

**Resolve and Adjourn (15 minutes)**

|  |  |  |
| --- | --- | --- |
| Name | Organization | Email |
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Sign-In Sheet

Room Requirements

Supplies and Set-Up Checklist

* Tables set for 5–8 participants
* 2 easels and flipchart pads
* Projector and screen
* Audio-visual equipment (speakers and mics), as needed
* Facilitator table
* Registration table

Facilitator Table

* Markers
* Tape
* Laptop with slide deck queued
* Handouts
* Prepared flipchart pages
* Camera

Registration Table

* Sign-in sheet
* Participant packets
* Name tags or tents

Participant Tables

* Paper
* Pens
* Warm-up activity card deck

Warm-Up Activity: Card Deck

Description: There are two sets of cards on the following pages. The first set, all on the first page, is the “Sector” cards. The second set, all on the second page, is the “Vulnerability” cards. These cards will be used during Activity 1 of Module 2, but need to be copied and cut out prior to the start of the meeting.

Instructions:

1. Copy the “Sector” cards on one color of cardstock paper. Copy the “Vulnerability” cards on another color.
2. Cut the cards out.
3. Make enough copies to ensure that every participant will be able to take one “Sector” card and one “Vulnerability” card each.

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Sectors** Warm-Up Activity: Card Deck   |  |  | | --- | --- | | **Health and Human Services Sector** | **Service or Fraternal Sector** | | **Education Sector** | **Planning or Development Sector** | | **Law Enforcement Sector** | **Housing Sector** | | **Business Sector** | **Arts and Culture Sector** | | **Media and Communication Sector** | **Transportation Sector** | | |
| **Characteristics Associated with Vulnerability** | |
| **Those living in poverty** | **Those who have a physical, emotional, or cognitive disability** |
| **Those who are not employed** | **Those who are members of a single-parent household** |
| **Those who did not obtain a high school diploma** | **Those who identify as a member of a racial or ethnic minority group** |
| **Those who are older adults (>65)** | **Those who are not native English speakers** |
| **Those who are youth (<17)** | **Those who reside in a multi-unit or crowded structure or mobile home** |

Description: Worksheet 2 is passed out to the participants and filled in by them during Activity 5 of Module 2.

Worksheet 2: Force Field Analysis

Instructions:

1. Make enough copies of this worksheet so that every participant has at least one copy. Have extra copies available.
2. Pass the worksheets out during Activity 5.
3. The FACILITATOR will explain the technique of force field analysis to the participants.
4. PARTICIPANTS will identify forces that are encouraging and discouraging specific changes in their disaster recovery plans and write them down on this worksheet.

Worksheet 2: Force Field Analysis

|  |  |  |
| --- | --- | --- |
| Forces For | Change | Forces Against |
|  | Including a health focus in community improvement and development plans and disaster recovery efforts |  |

Worksheet 3: Circles of Involvement

Worksheet 3: Actions

Description: Worksheet 3 is passed out to the participants and filled in by them during Activity 6 of Module 2.

Instructions:

1. Make enough copies of this worksheet so that every participant has at least one copy. Have extra copies available.
2. Pass the worksheets out during Activity 6.
3. The FACILITATOR will ask participants to fill their worksheets out with the actions each individual, organization, and sector is willing to commit to completing.
4. The FACILITATOR will collect these worksheets after the participants have filled them out.

Worksheet 3: Actions

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What can we do as individuals, as organizations/sectors, and collectively to take action for change in the next 90 days?

Commitment: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Action and Milestones | | | |
|  | Next week | Next 30 days | Next 90 days | Next year |
| Goal: |  |  |  |  |
| Goal: |  |  |  |  |
| Goal: |  |  |  |  |
| Goal: |  |  |  |  |

Worksheet 4: Circles of Involvement

Description: Worksheet 4 is a handout. It will be used during Activity 6 of Module 2. Make a copy of this handout for every participant at the meeting.

Instructions: Make enough copies of this handout so that every participant has a copy. Have extra copies available.

Worksheet 4: Circles of Involvement

Source: The ‘Circle of Involvement’ is a product of the Institute of Cultural Affairs’ Technology of Participation (ToP)® Methodology. Please do not reprint without permission. [www.ica-usa.org](http://www.ica-usa.org)

Core Circle

* People who have real passion for the activity, who see themselves as responsible for sustaining momentum, and who can pretty much always be counted on to step forward when needed
* Individuals and organizations responsible for carrying out the day-to-day work
* Prepare, plan, facilitate, and orchestrate the authentic participation of people in all the other circles
* Decide who needs to be involved
* Usually around the table when the planning effort begins
* Recruit the support of others
* Organize all the meetings
* Prepare the meeting materials, processes, and reports

Circle of Engagement

* Committed to the activity
* Don’t see themselves as the prime movers of the process but are willing to assume their fair share of responsibility for aspects of it
* Includes people who may or may not have been involved in the initial planning process
* Partners may become increasingly engaged in the activity’s rollout and leadership and may gradually move into the Core Circle
* Can be called on to help with specific tasks at particular times
* May need to be reminded of decisions they have made
* Responsive to requests from the Core Circle members to work with them on certain tasks

Circle of Champions

* Typically hold positions of leadership in the community and are, or need to be, committed to the activity’s success
* Authorizers and advocates of the effort
* May or may not be very involved in the daily activities of its implementation
* Appreciate making their contribution where it will do the most good and then stepping back until the next time
* Need to be kept informed of what is happening (big picture) and where to plug in strategically without having to be involved in the minute details
* Cheerleaders who can strategically appear to affirm the work that has been done, recognize the people who have made it happen, and ensure that the whole community knows that the endeavor has top-level support
* Open doors, make connections, and say a word in the right places

Circle of Information and Awareness

* Usually are not very close to the activity, but need to be kept in the loop as things unfold
* Not involved in developing the activity, but are affected in some way by it
* Need to receive occasional visits and reports that allow them to see the value in what is happening and to have their questions about it answered honestly
* Lend support to the effort or raise questions about it and slow it down
* Hear things about the activity and its work from other sources and will draw conclusions based on what they hear
* Sometimes have responsibility for or access to communication media that reach a wide audience
* Potential to move into the Circle of Engagement—or even the Circle of Champions

Circle of Possibility

* Long shots and wild cards who also have a role to play
* People one would not immediately think of as being related to the activity, but who just might find areas of common cause with it
* People and groups that need to be explored, without assuming that they will necessarily turn out to be supportive

The ‘Circle of Involvement’ is a product of the Institute of Cultural Affairs’ Technology of Participation (ToP)® Methodology. Please do not reprint without permission. [www.ica-usa.org](http://www.ica-usa.org)

Notes Template

Meeting Evaluation Template

**[Meeting Title]**

**[Meeting Date]**

**[Meeting Location]**

**Participants**

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Title | Organization | Contact |
|  |  |  |  |
|  |  |  |  |
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**Community Vision**

*Common Elements*

* *[List]*

*Next Steps: Vision*

* *[List]*

**Local Context**

[notes from reflection discussion]

**Planning Workshop**

*Next Steps: Planning*

* *[List]*

**Change Analysis**

|  |  |  |
| --- | --- | --- |
| **Forces For** | **Change** | **Forces Against** |
|  | Including a health focus in community improvement and development plans and disaster recovery efforts |  |

**Alignment and Next Steps**

|  |  |  |
| --- | --- | --- |
| **Commitment** | **Action** | **Involvement** |
|  |  |  |

Meeting Evaluation Template

Thank you for attending the [Meeting Title] meeting conducted on [Meeting Date] and taking time to complete this evaluation form. Your anonymous feedback will be used to improve future planning sessions.

**1. Please indicate the extent to which you agree with the following statements:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Strongly Agree | Agree | Neither Agree nor Disagree | Disagree | Strongly Disagree |
| The instructions for attending the meeting were clear and accurate. |  |  |  |  |  |
| I felt prepared for the meeting. |  |  |  |  |  |
| This meeting was well organized and facilitated. |  |  |  |  |  |
| Time was managed well during the meeting. |  |  |  |  |  |
| The environment was conducive to peer exchange. |  |  |  |  |  |
| The agenda was conducive to peer exchange. |  |  |  |  |  |
| I had enough time to review materials before and during the meeting. |  |  |  |  |  |
| The activities were clear, understandable, and useful. |  |  |  |  |  |
| I understand why I was invited to attend. |  |  |  |  |  |
| Participating in the meeting increased my awareness of disaster recovery planning. |  |  |  |  |  |
| I felt comfortable speaking up and providing input. |  |  |  |  |  |
| The meeting was relevant to my work. |  |  |  |  |  |
| Participating in the meeting was an effective use of my time. |  |  |  |  |  |

1. **Please indicate the extent to which you agree with the following statements concerning the extent to which the meeting objectives were met.**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| O | Strongly Agree | Agree | Neither Agree nor Disagree | Disagree | | Strongly Disagree |
| Developed a shared understanding of the community’s desired future state. |  |  |  |  |  | |
| Identified all the information the group needs to take strategic action to improve planning processes. |  |  |  |  |  | |
| Identified 3-5 ways to improve organizational or sector plans. |  |  |  |  |  | |
| [Add any additional objectives.] |  |  |  |  |  | |

**3. What stood out for you during the meeting?**

**4. At what times during the meeting did you feel bored or confused?**

**5. At what times during the meeting did you feel excited or engaged?**

**6. How will you share what you learned?**

**7. Are there specific ways we can provide further assistance to you?**

**8. How can we better meet your expectations at the next meeting?**