



A LETTER OF INTRODUCTION

Dear Volunteer,

Thank you for joining the pilot project Emergency Preparedness Network for West Carleton. Our goal is to develop a network of groups, each working together with a representative or two. These reps will facilitate occasional meetings, distribute information, and encourage preparation for emergencies in our community.

Here is a step-by-step procedure to follow. Feel free to change steps to suit your situation:

1. If you haven't done so already, please sign up for the project. Use the contact info provided below -- if you are contacting us via the email address on the ecowellness website, please type **EP Pilot Project** in the subject line as a reference guide for us.
2. Go over these steps with me if something isn't clear.
3. Decide on your network size and location.
4. Optionally, find a partner to help with facilitation.
5. Decide on a time and place for a meeting.
6. Invite people from your network (neighbourhood) to the meeting.
7. At the meeting, go through the following items:
 - a) Briefly explain the need for emergency preparedness -- use ice storm and hydro blackout as recent examples.
 - b) Explain that this pilot project will lead to a formalized network in early 2005.
 - c) Review the Survival Kit list (which is available as a pdf on the website).
 - d) Answer Pilot Project Questionnaire (available as a pdf on the website).
 - e) Get names of people interested in joining this project on an on-going basis.
8. Return questionnaire to me by mail, fax or in person, preferably by December 1, 2004.

Thanks again, and have fun!!

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