



Steps to Organize your community for disaster preparation & recovery



SetUp

- ✓ 1 screen sign-up
 - Upload logo
 - Add local assistance agencies*
 - Add insurance agents*
 - Upload local business directory*
- *can be done over time

yourtown.readyconnect.us

- ✓ Put a link on your website and Facebook page to your new site

Identify Preparation/ Recovery Team



- ✓ Fire
- Police
- Health
- Chamber of Commerce
- Communications officials
- ✓ Add names, emails to ReadyConnect Executive Team
- ✓ Decide on communication protocol
 - This team can open forums, post information, and send messages to participants*
- ✓ Upload docs for future use
- ✓ Add local info



Invite



- ✓ Organization leaders
 - Chamber of commerce
 - Churches
 - Homeowners Associations
 - Civic groups
 - Show what's in it for them
 - Show how their members benefit
- ✓ Add their organization name, email to Associations in ReadyConnect
 - Now they can host a forum*
- ✓ If they want to be an official partner, add their name and logo to Partners
 - Now their logo will appear on the toolkit; their name on the app*
- ✓ Associations invite members with opt/in opt/out



Repeat

- ✓ Review preparation tips for 6-month update process



Encourage

- ✓ Businesses to create a Contacts List of employees
 - All employees will automatically receive toolkits