

SAMPLE LETTER TO ORGANIZE A NEIGHBORHOOD GROUP

Dear neighbors,

Thank you for your input and comments on our Neighborhood Preparedness Plan. You will receive a Google notification granting you access to the spreadsheet containing the collected information. It is advisable to print this spreadsheet in case you encounter difficulties accessing the document electronically. Please keep it in an accessible location.

This system is meant to be implemented when storms or other severe weather events or natural disasters result in significant damage or prolonged power outages. In these situations, either (name) or I will contact you to confirm your well-being or determine if any assistance is required. Should help be necessary, we will coordinate with others who have appropriate tools or equipment, prioritizing those who are nearby. If we are unable to reach you by phone, text, or email, someone will check in person.

Currently, (name) will serve as a backup if one of us is unavailable.

Please inform us if you plan to be away for an extended period.

For minor issues that may require contacting a neighbor—such as checking if a power outage is affecting others—you are welcome to do so directly as needed.

We plan to arrange a gathering so that everyone has the opportunity to meet, including residents who have moved in recently.

Thank you for participating in this initiative. Feel free to suggest this approach to friends in other neighborhoods.

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Name	Street No.	Street	Phone	Email	Tools/Materials Price	Notes
Sample name	55	Street Lane	000-000-0000	xxxxx@xx.com	generator	electrician
Sample name	57	Street Road	000-000-0000	yyyyy@xx.com		internist