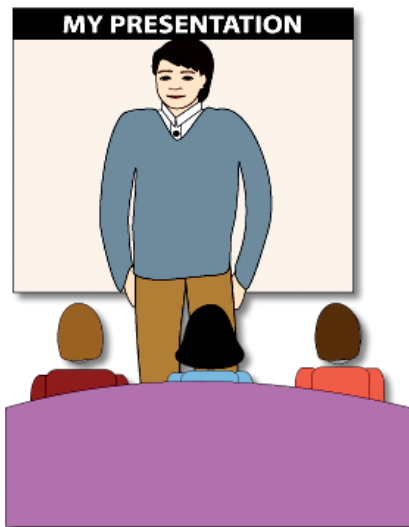


FEELING SAFE, BEING SAFE

Webcast Host Guide



WELCOME

Welcome to **Feeling Safe, Being Safe** emergency preparedness training. By emphasizing the importance of personal planning, these easy-to-use tools demonstrate how anyone can be better prepared in the event of an emergency or natural disaster.

To assure your webcast audience has a useful learning experience, it is necessary to spend time preparing your **Feeling Safe, Being Safe** training so it is clear and applicable to participants. In this way, your webcast becomes a powerful mechanism for increasing personal emergency preparedness and public awareness of this critical topic.

HOST REQUIREMENTS

Community



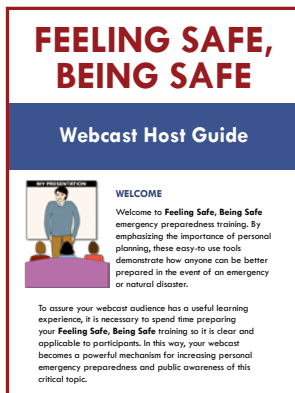
- ◆ Interest in assisting others to be better prepared.
- ◆ Access to professional and community networks.
- ◆ Know how to connect with people.

Equipment




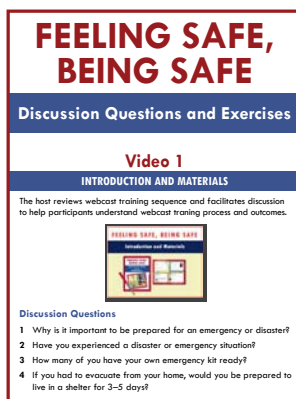
- ◆ Experience with computers, internet and email.
- ◆ Accessible training location.
- ◆ Maximum 20 webcast participants.
- ◆ Training location with internet access
- ◆ Monitor or screen for participants to see well.
- ◆ Speakers for comfortable listening.

WEBCAST PREPARATION



Promote your **Feeling Safe, Being Safe** webcast by using personal and professional networks. Consider government agencies, community organizations and neighborhood groups that may assist in distributing your webcast invitation emails. As host, you have access via your **Feeling Safe, Being Safe** webcast password to all materials and forms that will help make your webcast successful.

 **TIP** – If you do not know the participants personally, it would be a good idea to call them; answer their questions and confirm participation.



- 1 Identify interested participants from your contacts.
- 2 Send invitation email using the fill-in email template (on resource page of website).
- 3 Confirm participants' registration using email template (on resource page of website).
- 4 Order **Feeling Safe, Being Safe** training materials from sponsoring agency on the Host Sign Up form.
- 5 Familiarize yourself with all **Feeling Safe, Being Safe** materials and exercises (on resource page of website).

Being a Prepared Host



Create your emergency kit using your own **Feeling Safe, Being Safe** Worksheet and Magnet to use as examples during your webcast training.

CONDUCTING YOUR WEBCAST

Feeling Safe, Being Safe training and tools are aimed at activating participants to take charge of their own safety planning. These materials were developed to communicate confidence, involve community members, and calm fears by taking the lead in personal preparations.

Participant outcomes include:

Understanding importance of personal preparation.

Identification of personal information helpful to first responders.

Completed/near completed Worksheet and Magnet.

Commitment to connect with community (friend, neighbor).

Commitment to complete a personal emergency kit.

Steps:

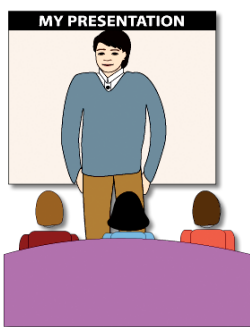
- 1 Practice using **Feeling Safe, Being Safe** materials.
- 2 Prepare the location so there is comfortable working space, easy viewing and good sound.
- 3 Test equipment to ensure everything is operational.
- 4 Ensure training materials are available for all participants.
- 5 Ask participants to sign in. Collect after the training.
- 6 Distribute **Feeling Safe, Being Safe** folders containing Worksheet, Magnet and DVD (ordered from sponsor).

GOOD FACILITATION PRACTICES

People using **Feeling Safe, Being Safe** have reported increased comfort with emergency planning and decision making to care for themselves in an emergency. They also came to understand the importance of sharing emergency preparations with family and neighbors.

Accordingly, **Feeling Safe, Being Safe** trainings not only create opportunities to advance personal readiness but encourage exploration of community connections and natural supports.

Your webcast is the occasion for participants to find value in this for themselves. All of this can be done with ease and clarity as you lead by example.



- ◆ Be positive, professional and inviting.
- ◆ Set an even pace, not hurried.
- ◆ Use easy-to-understand language and directions.
- ◆ Be an active listener.
- ◆ Ask questions to gauge participant understanding.
- ◆ Encourage participants to share and ask questions.

VIDEO TRAINING EXERCISES

After each video segment, there are exercises and discussion questions designed to enhance learning and assist participants with completing their Worksheets and Magnets. Download the **Exercises and Discussion List** (on hHost Resource page), print and review so you are ready to facilitate these components of your training.

AFTER YOUR WEBCAST

Feeling Safe, Being Safe sponsors ask webcast training hosts to gather to gather feedback from participants and provide a short summary about your training with recommendations (located on Host Resource page – Summary Report).

Remember to:

- ◆ Distribute Evaluation Forms to participants and collect when completed.
- ◆ Complete **Feeling Safe, Being Safe** Host Summary Report (Host Resource page) and email to sponsor.
- ◆ Sponsor may also call to find out more about your training experience.

WEBCAST HOST SUPPLIES

Red Folders (containing Worksheets, Magnets & DVD)	Provided by sponsor – no cost
Webcast Sign-in Form	Download, print one copy
Sample Benefits & CA ID cards	Download, print one copy
Medications Form	Download, print copy for each participant
Emergency Supply List Form	Download, print copy for each participant
Evaluation Forms	Download, print copy for each participant