

Dear [ENTER YOUR STREET NAME](#) Neighbors,

I hope your day has been going well.

As you will see from the attachments to this email, I was asked to volunteer to be the Safety Coordinator for [give the name of your street](#) as part of the **service** of the OHCC **SERT** Club (Safety Emergency Response Team).

We are setting up a Buddy System where groups of approximately four neighbors would have each other's contact information in the event of a disaster.

Should such an event occur, we would do our best to check up on one another in a supportive neighborly way. The attachment to this email labelled **Introduction** has more information about what this might include to be better prepared. *And hopefully*, this disaster doesn't happen.

Your neighbor ([give their name\(s\)](#)) who live(s) at [SO AND SO ADDRESSES](#), *have/has* already agreed to be part of your buddy group.

Their contact information and that of the other members of your buddy group is presented below. This contact info comes from the OHCC Directory. The contact information you choose to share with the neighbors in your buddy group might include your phone numbers and email addresses. Sharing both might expedite getting in touch with one another if the need arises.

Please let all residents in your home know they are now part of this support system.

If you wish to correct or share additional contact information, please email your neighbors and me with the updated details.

Please consider entering the contact information below in your cell phone(s) and, perhaps, into your computer, so it is easily accessible. You might also chat with the neighbors in your buddy group to confirm that you are part of their neighbor helping neighbor support group.

This is voluntary and if you don't wish to be included, please let me know, and you will be taken off the buddy list.

Just another thought, even without a disaster, it never hurts to know your neighbors' contact info if, for instance, they are out of town and something suspicious occurs linked to their home or there is a broken sprinkler, or their dog is running loose, or some other unexpected event.

By the way, all the residents on our street are also being organized into similar groups of supportive neighbors.

To better understand the positive goals of SERT on behalf of OHCC, I'd suggest first reading the attachment titled: **Introduction Letter**.

Best regards,

INCLUDE YOUR NAME, ADDRESS, AND CONTACT INFO

INCLUDE THE NAMES, ADDRESSES, AND CONTACT INFORMATION FOR THE NEIGHBORS IN THEIR BUDDY GROUP.

Group size can be approximately four neighbors but choose what best meets the number of homes on your street. Incorporating adjacent neighbors or those residing across the street from one another, or a combination, are your options to consider. The closer they live to one another the better.

FIRST NEIGHBOR CONTACT INFO

SECOND NEIGHBOR CONTACT INFO

THIRD NEIGHBOR CONTACT INFO

FOURTH NEIGHBOR CONTACT INFO