

do **1** thing

Train-the-Trainer Course Manual

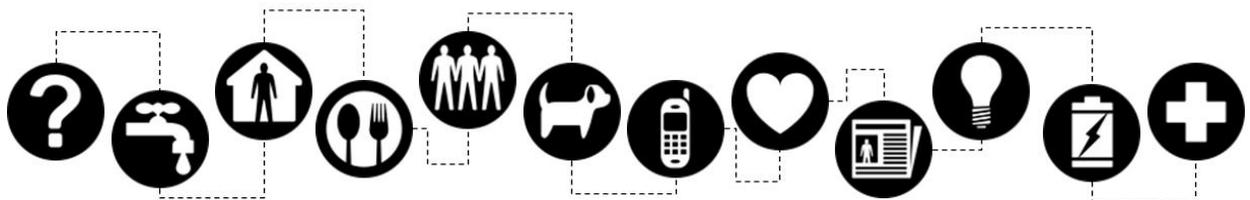


Table of Contents

History, Background, and Basics of Do 1 Thing.....	3
Who can participate with Do 1 Thing?	4
Who can teach Do 1 Thing?.....	5
Why is it important?	6
Teaching Formats	7
Tailoring your presentation to your audience	8
Fostering Participation	9
Other ways to promote preparedness with Do 1 Thing.....	10
Conclusion	11

History, Background, and Basics of Do 1 Thing

- Do 1 Thing is a web-based, twelve month, preparedness program that focuses on a different area of emergency preparedness each month. It provides a range of preparedness options for each topic. Every month has a low or no-cost option to become better prepared.
- Do 1 Thing originated with Lansing Emergency Management, but it has become a regional collaboration, including emergency management, public health, human service, and non-profit agencies. People all over the country are participating in Do 1 Thing.
- People are encouraged to take one step each month in a specific area of preparedness.
- This is an easy, financially affordable way to gradually become better prepared.

Who can participate with Do 1 Thing?

Any and not limited to:

Public Agencies

Private Agencies

Non-Profits

Schools

Hospitals

Service Clubs

Organizations

Businesses

Families

Individuals

ANYONE who wants to get involved

Who can teach Do 1 Thing?

Any and not limited to:

Public Agencies

Private Agencies

Non-Profits

Schools

Hospitals

Service Clubs

Organizations

Businesses

Families

Individuals

ANYONE who wants to get involved

Why is it important?

- Emergency preparedness needs to be accessible to EVERYONE, regardless of age or physical or financial resources. Do 1 Thing makes it possible for everyone to be prepared.
- The threat of natural and manmade disaster is real, even in mid-Michigan.
- In a disaster, things are different. Police and fire may not be able to get to us; we may not have access to grocery stores, cell phones, or ATM machines.
- You are the only one who can ensure your own safety and the safety of your family in a disaster.
- The goal of Do 1 Thing is to improve community disaster resiliency by moving individuals through the process of disaster preparedness: from awareness to intention to action.
- If you know that your family is taken care of, you will be better able to help your neighborhood and your community.
- Every step you take in becoming prepared will help first responders, your loved ones, and others in your community.

How do you teach Do 1 Thing?

1. Use this manual as a guide, but don't be afraid to incorporate your own ideas and teaching style. Remember it's your class and your chance to teach.
2. Powerpoint presentations for all 12 months are included on the jump drive given to you. There are also presentations about Do 1 Thing that you can use to explain the program.
3. You can teach it monthly, combine months, or do a one-time general class. The material is flexible.
4. Go to www.Do1Thing.com once a month and download a new fact sheet. Help your students choose one thing from the fact sheet to do with their family. Check back with them to see if they did the previous month's "thing". Print out the fact sheets for consumers without internet access.

Tailoring your presentation to your audience

1. Think about YOUR audience and what they are like. Think about what they expect, how they like to learn, and what limitations they might have.

For example: If teaching to seniors, understand that they have been through many things already and ask them to share stories.

2. What age group might they be? Younger learners like brighter, more active presentations. Older learners tend to like simpler presentations, with high-contrast colors for easier reading.
3. Any special needs that need to be considered? Does your audience need a larger font or an interpreter? Make sure presentations and handouts meet the audience's needs.

Barriers to effective teaching

4. Consider reading levels and think about new and innovative ways to present Do 1 Thing.
5. Use pictures, hands-on projects, and activities.

Fostering Participation

1. Consider offering incentives, such as contests. Think about punch cards to promote attendance.
2. Consider interactive methodologies such as breaking into groups to discuss the three topics, or have activities such as word searches or bingo.
3. Get people to share stories about disasters they have experienced (tornadoes, fires, floods, etc.).

Other ways to promote preparedness with Do 1 Thing

- Pass out Do 1 Thing materials at events or to groups you interact with.
- Put Do 1 Thing into monthly newsletters, on bulletin boards, or on your website. Make it part of whatever tools you use to regularly communicate with consumers or employees.
- Participate in the partner portal on our website. This allows you to view and see successful partners' best practices and to share your successes with others.

Conclusion

The Do 1 Thing material was developed specifically to move people from awareness to intention to action. Many different organizations were included in the development to get the best, most consistent message for users.

DON'T make changes to the content of the program, but DO feel free to reorganize the information in a way that's accessible for your consumers. DO feel free to create new tools and resources using the materials. Share new resources and what works for you through the Partner Portal on our website.

We would love to have feedback on how the program and materials can be improved for end users. Email ecrady@lansingmi.gov or call Erika Crady at 517-256-3152.

Thank you for being a Do 1 Thing partner in preparedness!