	How To: **Outreach-New Neighbor Welcome Packet**
SUMMARY	New neighbors purchased their home in your neighborhood because they recognized the value and beauty of our area. They are also naturally curious about the community they landed in. Making them feel welcome is a great way to introduce them to the neighborhood and its associated USA Recognized Firewise Community! A quick "Hello! We're happy you're here!" coupled with a small houseplant or baked good demonstrates kindness. Also very helpful, and appreciated, is a well thought out folder of local helpful "fun facts and tips," that speaks volumes about your community!
STEPS	Gather Materials: • **Labeled Dual Pocket Folder** a. Choose a color that will stand out b. Label the folder so the neighbor will easily recognize its purpose c. Include your contact information d. If appropriate, based upon your community size, include either a neighborhood contact list or contact map. It is important that you label such tools as "Confidential, Please Do Not Share Outside This Group." It is also important to confirm neighbors are willing to share their contact information within the neighborhood group. Please encourage neighbors to participate in this tool as it becomes vital during emergency situations. e. Once you have developed your neighborhood contact list it is very valuable to ask who has specific skills and/or equipment to assist during an emergency. Add this information to your contact list. The mountain model is people enjoy their privacy and willingly pitch in during an emergency! • **Firewise Education Materials** a. FWC Leaders have access to a variety of FREE materials through the Nevada County Office of Emergency Services' (OES) Education and Outreach webpage. Firewise Community Leaders are the authorized person to submit an order for these materials. Leaders will find the order form on the OES website at: https://nevadacountyca.gov/4122/Education-and-Outreach b. Visit the Wildfire-Ready Coalition of Nevada County (Coalition) homepage to obtain a seasonal information flyer that will

provide guidance and education for life in our very high wildfire risk community.

c. Highlight materials that are part of your Firewise Community's 3-year Action plan. Typically:
   - Ready, Set, Go! Handbook
   - Know Your Zone
   - Nevada County Alerts
   - Go-Bag
   - Find Your Five
   - Evacuation Tags
   - Defensible Space flyer

d. Include your contact information (can't say this enough!)

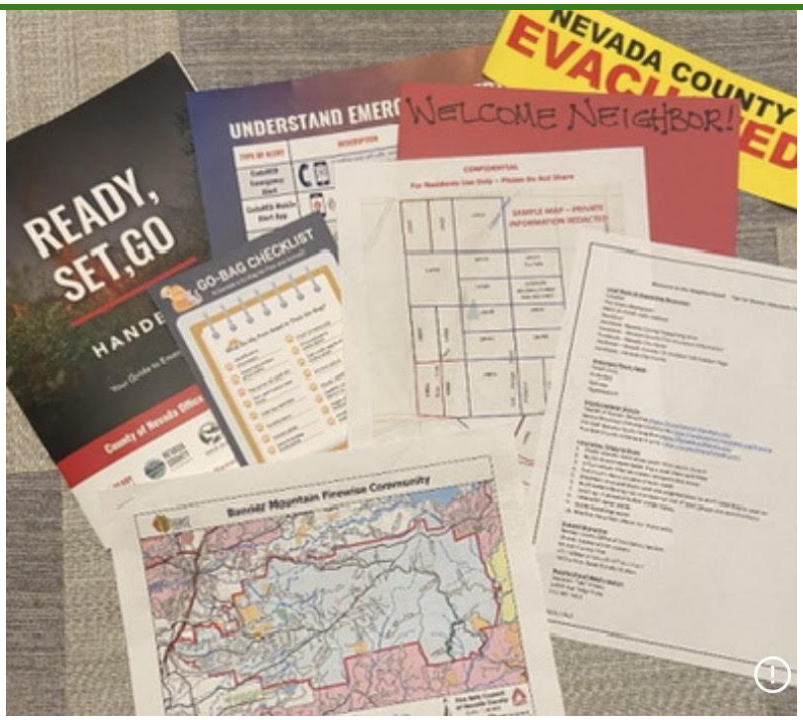
e. Season specific flyer from the Wildfire-Ready Coalition of Nevada County homepage.

- **Welcome to the Neighborhood Letter**
  This letter is unique to the concerns and location of your neighborhood! Give some thought to "Things I wish I knew when I first moved here." The attached document is a sample you may customize to meet the needs of your specific neighborhood. Please consider sharing:
  - Tips
  - Valuable social media sites
  - Valuable news sites
  - Cautions/Words of Wisdom
  - Local information experts to consult
  - Distinctions specific to either your city or county location (private roads vs county roads and city vs county jurisdictional/services issues.)
  - Your Firewise Community Map
  - Involved neighbor contact information
  - Request for new neighbor's contact information
  - Highlight how your community communicates
  - Information on concerns specific to your Firewise Community

  b. Include your contact information in the header or footer

- **Unique Laws or Ordinances**
  If your neighborhood has any chronic issues this is a great way to educate new arrivals. Some letters have included information about:
  - Burn vs. No Burn days information on
  - Best practices for safe onsite burning where allowed
  - Nevada County codes do not allow for burning trash
  - Nuisance ordinances
  - RV allowable occupancy requirements
  - Defensible space minimum requirements

	• **Reciprocity** Understandably, new neighbors are cautious (at first) about obligating themselves to your inclusion efforts. Overtime, they will see the value of your "Neighbor Helping Neighbor" model and enthusiastically join in your efforts. ▪ At first, be prepared to help more than you're being helped. ▪ Check in with the new neighbors to ensure they're "OK" – particularly during wildfire season and heavy snowfall season. ▪ Grasp opportunities to share neighbor skills and resources ▪ Include new neighbors in work party invitations and social events. ▪ Be confident that we are more similar than dissimilar. ▪ Regardless of "trends" most mountain folks are genuine and will pitch in when things get rough! ▪ Understand that ALL neighbors in your Firewise Community reap the benefits of your efforts; whether they participate or not. And that's OK.
TIPS	Regular communication is essential to keeping a Firewise Community active and informed. Consider the method you are most comfortable using and that your community is most likely to use. A quick wave, and smile, as you pass each other on the road set the tone. Free options include: • Mobile phone text groups • WhatApp or Signal large group chat • Facebook • Instagram messaging

Sample	 Sample WORD doc letter available to customize.