

Plan for 30 Minute Residents' Briefing

At least 3 weeks before the Residents' Briefing

1. Secure a location with adequate seating, lighting, and acoustics for showing the video
2. Assign a PHA staff person to lead the Residents' Briefing
3. Advertise the briefing and obtain as accurate an attendance list as possible
4. Contact Danya Glabau at dag66@cornell.edu to order Resident IPM Kits
Be prepared to provide Danya with a shipping address, deadline for receiving materials, and the number of kits you will need. Approximately 50 are shipped per box.

At least one day before the Briefing, the person leading the Briefing should:

- Be able to point to sections of the lease and housekeeping standards that pertain to pest control and explain how each relates to keeping the property pest-free;
- Be familiar with the pest control procedures in place at the PHA;
- Know how a resident is to report pest sightings and maintenance requests and be able to point the residents to this information on the Pest Control Brochure; and
- Be able to operate the TV and DVD player used to show the DVD "The Tenant's Role in IPM."

On the day of the Residents' Briefing

Materials:

- 1 copy of the DVD "The Tenant's Role in IPM"
- 1 DVD Player
- 1 TV
- 1 copy of the PHA's Lease
- 1 copy of the PHA's Housekeeping Standards
- Enough copies of the Pest Control Brochure for each resident to get one
- Enough copies of preparation instructions for pest control service (if any) for each resident to get one
- Enough Resident IPM Kits for each resident to get one

Set Up:

Cover any windows that may cause glare on the TV screen.

Close doors and windows that may let in distracting noise.

Place the TV and DVD Player so that all attendees will be able to see the screen.

Tape down any cords that may trip people.

Position chairs in front of the TV, taking into consideration everyone's ability to see the screen.

Test the DVD and adjust the volume so that the voices can be heard throughout the seating area.

Set up a table where attendees can sign in and get a Pest Control Brochure and preparation instructions (if any).
Put the Resident IPM Kits under the table.

Agenda:
(5 minutes)

1. Staff person introduces him/herself and gives a brief overview of the IPM program in place at the development.
2. Motivate residents by informing them that cockroaches and mice can trigger asthma attacks and the PHA has set a goal to have no cockroaches, mice, rats, or bed bugs at the PHA.
3. Emphasize that pest control is a team effort and list the players (PHA management, staff, contractor, residents, and any other cooperating agencies).
4. Explain that doing their part in pest control is part of the residents' responsibility, as detailed in the lease and housekeeping standards.
5. Point residents to the Pest Control Brochure, specifically the number they should call to report pest sightings and maintenance requests.
6. Introduce the video and tell residents that they will each receive an IPM Kit containing pest fact sheets and IPM tools after viewing the video.

(20 minutes)

1. Turn on the TV and DVD player.
2. Play the version of The Tenant's Role in IPM that is most suitable for the audience. (Versions available are English, Spanish, English with English subtitles, English with Spanish subtitles, Spanish with English subtitles, and Spanish with Spanish subtitles.)
3. Turn off the TV and DVD player.

(5 minutes)

Hand out IPM Kits and answer any questions that residents may have.

After the Residents' Briefing

1. Make notes on any issues or requests that the residents brought up.
2. Clean up the training space.
3. Direct the residents' issues or requests to the appropriate person(s).
4. Send a copy of the attendance list to Allie Taisey either by e-mail (aat25@cornell.edu) or mail (185 Middle Rd, Southborough, MA 01772).