

National Preparedness Month 2008

E-MAIL TO ENCOURAGE EMERGENCY PREPAREDNESS AMONG EMPLOYEES, MEMBERS AND STAKEHOLDERS

Send e-mails to your members, employees and stakeholders encouraging them to learn about their community's emergency plans and participate in your organization's activities.

MESSAGE

September is National Preparedness Month (NPM), sponsored by the U.S. Department of Homeland Security's *Ready* Campaign. I am pleased to announce **(ORGANIZATION)** is taking part in this nationwide effort to encourage individuals, families and communities to prepare for emergencies. This year, NPM is focused on taking important preparedness steps including: Get an Emergency Supply Kit; Make a Family Emergency Plan; Be Informed about the different types of emergencies and their appropriate responses; and Get Involved in your community's efforts.

On September **(DATE)**, 2008, please join us at **(TIME)** in the **(LOCATION)** to learn what steps we are taking to better prepare our business and our employees for emergencies.

(INFORMATION ON ADDITIONAL ACTIVITIES/EVENTS YOUR ORGANIZATION IS PLANNING; IF THERE IS A SPEAKER, SUCH AS A FIRST RESPONDER, INCLUDE HIS OR HER INFORMATION)

We're taking steps as an organization to become educated, trained and better prepared, and we urge you to take time this month to do the same at home. There are simple steps you can take to better prepare yourself and your family. Please check your mailbox in the coming days as we will be distributing copies of **(EMERGENCY PREPAREDNESS INFORMATION, I.E. BROCHURE)** to all **(MEMBERS/EMPLOYEES)**. For more information, please visit ready.gov.

We look forward to seeing you at our upcoming preparedness event on September **(DATE)** at **(TIME)**.

Thank you.

Sincerely,

(NAME OF YOUR ORGANIZATION'S LEADERSHIP)

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