

(Month Day, Year)

TO: ALL MEMBERS

SUBJECT: *READY RESPONDER* PROGRAM

A well-prepared workforce is an essential component of the (Agency/Department)’s ability to manage an emergency. The reality of an increased potential for man-made or natural disasters has the administration working diligently to develop a readiness plan for our most valued resources—our members and their families. Often, in times of crisis, our members are called upon to travel many miles away from their loved ones to put their experience, professionalism, and lives on the line.

Common sense dictates that any first responder will function better with the knowledge that their families are provided for before, during, and after a major event. Training our loved ones and providing them support during a crisis that would take our members away from home will be invaluable. By ensuring the resiliency of our own families, we can better serve the community and focus on the mission.

In order to address the well-being of our members and their families, the (Agency/Department) will utilize Federal Emergency Management Agency (FEMA) tools and resources to enhance individual, family, and organizational preparedness. The (Agency/Department) will be offering our members and their families various preparedness initiatives throughout (year or other timeframe), including the following:

- Conducting a preparedness survey to measure our members’ current levels of preparedness and knowledge of procedures.
- Distributing preparedness materials to all work locations for members and their families.
- Distributing a PowerPoint presentation to all work locations for training purposes.
- Initiating a “Disaster Kit Competition” for all interested members (*Note: This kit can be focused on specific disasters that affect your area, or may be more general*).
- A review of current recall procedures.
- (Add any additional measures your agency/department may be taking)

All of these activities are centered on encouraging our workforce to take three simple steps in becoming better prepared: make a plan, get an emergency kit, and be informed. I am asking all members to fully engage in the *Ready Responder* Campaign by supporting and participating in preparedness activities throughout the year.

Your participation can assure that you and your family will be better prepared for emergency situations when you are unable to be home. Thank you in advance for your continued support.

Sincerely,

(Name of Department or Agency Head)

(Position/Title)