

## 20 Weeks to Preparedness Email Communication

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### Instructions:

1. Send emails to all employees on Thursday or Friday.
2. In the subject line of the emails write “Are You Prepared? Week \_\_\_\_”.
3. The first line of each email will start with “Be Prepared! Develop An Emergency Kit”.
4. The second paragraph will be the same on each email. “If we, XXX employees do not have a plan for ourselves...”. Just copy and past this paragraph into each email.
5. Change the third paragraph “Have you gathered your Week \_\_\_\_ Supplies yet?” to fit the appropriate week. You can add in tips on where to find some of the supplies in this paragraph.
6. Copy and paste the appropriate weeks supplies and to do list from the appropriate weeks shopping card.
7. Add in any additional information, helpful hints/tips, or quotes.
8. Conclude each email with the “Thank you for participating in this 20 Weeks to Preparedness”.

Below are a few sample emails that will help guide you. You may copy and paste these directly into your email, but just be sure to make the necessary changes and to customize to fit your agency and county.

### Week 8

#### Be Prepared! Develop An Emergency Kit.

If we, XXXXX employees, do not have a plan for ourselves and our families then we will be less likely to fulfill the vital roles we are appointed to do during a public health emergency. As a result we, XXXX, will not be able to provide the assistance that the citizens of XXXX County need during the time of a public health crisis.

Have you gathered your Week 8 Supplies yet? If not, you might want to check around your house for doubles of the following supplies. If you have multiples, put some in your emergency kit. If you don't have the supplies at home **check your local dollar store for very reasonably priced first aid supplies.**

#### First Aid Supplies:

- † Scissors
- † Disposable wipes
- † Tweezers
- † Needles
- † Thermometer
- † Petroleum jelly
- † Liquid antibacterial hand soap
- † Antibiotic ointment

#### To Do:

- † Place a pair of shoes and a flashlight by your bed so they are handy in an emergency.
- † If blind, store a talking clock and one or more extra white canes.
- † If blind, mark your disaster supplies in Braille or with fluorescent tape.

Thank you for participating in this 20 Weeks to Preparedness. When faced with an emergency, your family will also thank you.

## Week 9

### Be Prepared! Develop An Emergency Kit.

If we, public health employees, do not have a plan for ourselves and our families then we will be less likely to fulfill the vital roles we are appointed to do during a public health emergency. As a result we, (Agency Name), will not be able to provide the assistance that the citizens of XXX County need during the time of a public health crisis.

**Did you gather your Week 9 Supplies?** If not, you might want to check around your house for doubles of the following supplies and then store them all with your emergency kit.

#### Grocery Store:

- † 1 can soup\*
- † 1 box heavy-duty garbage bags
- † Liquid dish soap
- † Household bleach
- † Antacid
- † Saline solution and a contact lens case, if needed. (Ask for samples from your eye doctor)

#### To Do:

- † Agree on a signal, with family/friends, that indicates you are okay and have left the disaster.
- † If you have a communication disability, store a word or letter board in your disaster supplies kit.

All of the supplies purchased thus far will come in handy when a winter storm threatens our area, like it did on Saturday. Ice storms and snow storms can cause power outages. On Saturday, my husband said, "We should locate our flashlights and go buy some extra batteries just in case the power goes out tonight". All I had to say was, "That is all ready taken care of. Those supplies are in our emergency kit in the basement and I have a flashlight in the night stand next to our bed if the power goes out in the middle of the night."

My family was prepared and is prepared for a winter storm. Is Yours?

Week 10 Starts Today. Look for your shopping card in your mail box.

Thank you for participating in this 20 Weeks to Preparedness.

## WEEK 10

### Be Prepared! Develop An Emergency Kit.

If we, public health employees, do not have a plan for ourselves and our families then we will be less likely to fulfill the vital roles we are appointed to do during a public health emergency. As a result we, (Agency Name), will not be able to provide the assistance that the citizens of XXX County need during the time of a public health crisis.

Did you gather your Week 10 Supplies? If not, you might want to check around your house for doubles of the following supplies and then store them all with your emergency kit.

#### Hardware Store:

- † Battery-powered radio
- † Wrench(es) needed to turn off utilities

#### To Do:

- † Find your gas and water meter shutoffs at your home. Discuss when it is appropriate to turn these off.
- † Attach a wrench to the cutoff valve of each meter so it will be there when needed.
- † Read instructions for radio and keep them with it.

**GIFT IDEA:** Looking for a little something extra for a friend or family member. Maybe you can't think of any ideas for someone on your list. Here is an idea:

**The Survival Canteen.** It includes: 1 canteen, 1 carabiner, 1 emergency blanket, 1 emergency poncho, 1 multi-functional Whistle/compass, 1 mini pocket knife, 1 box of waterproof matches, 1 flashlight, 2 batteries, 10 adhesive bandages, 1 reusable Zipper-lock Bag. Through Saturday, Shop-ko has their Survival Canteen (variety of sizes/supplies) made by Lifeline on sale for \$12 (originally \$20).

I purchased three of them. One for each of my vehicles and one as a generic grab bag gift. **If you want to see the Survival Canteen - I will leave it in my office - stop by and take a look at it.**

Winter is here and for those of you who have to travel some to get to work each day, do you have an emergency kit in your car? You should. Week 16 asks you to develop a kit for your vehicle. Why not get this now when it is on sale and save the time and money down the road.

Don't fall behind - get your week 10 supplies this weekend. Week 11 Starts Monday. Look for your shopping card in your mail box.

Thank you for participating in this 20 Weeks to Preparedness.