



# SAMPLE “ANNUAL LETTER”

September 1, [YEAR]

Department Member  
123 Anywhere Road  
Lansing, Michigan 48910

Dear [EMPLOYEE],

The State of Michigan and Federal Emergency Management Agency (FEMA) observes September as National and Michigan’s Preparedness Month, giving me a perfect opportunity to remind department members and their families of the value of the Ready Responder initiative. This initiative was established because, as [YOUR AGENCY] members, we will be the first responders during an emergency or disaster, leaving our families to be self sufficient. This initiative empowers family members to be prepared so we may assist those in need.

It is my goal to add to your preparedness toolbox each year by providing another resource to help you and your family during an emergency. This year I have chosen [ITEM, OR TIP HERE]. [EXPLAIN WHY YOU CHOSE THIS ITEM OR TIP].

We encourage you to take this opportunity to update and expand your emergency plans and kits. Discard any outdated information, replace old batteries and expired items, practice your evacuation drills, and encourage dialogue at home on preparedness awareness.

Together, we can build a resilient and prepared Michigan.

Sincerely,  
YOUR AGENCY

Example of a TIP: I encourage every [YOUR AGENCY] employee and their family to participate in the Federal Emergency Management Agency (FEMA) program, “You are the Help Until Help Arrives.” As a Ready Responder, it is essential that our families can act in our absence. This training will give them the necessary tools to stay calm and act appropriately. As most of us know, those nearest to someone with life-threatening injuries are best positioned to provide the first care. The goal of this course is to teach participants basic skills to keep the injured alive until professional help arrives. Please visit <https://community.fema.gov/until-help-arrives> and take part in this training with the entire family.

Example of an ITEM: One essential item that should be found in your emergency kit is nonperishable food. Include foods that are high in calories and nutrition. Foods that require no refrigeration, water, special preparation, or cooking, are best. Enclosed you will find one pouch of long term storage dehydrated fruit, to add to your emergency kit. This month, I encourage you to consider adding additional foods to ensure you and your family needs are met during an emergency or disaster.