

(Month) (Day), (Year)

Dear Member,

In recent years, the American people have been urged to “get ready” and to prepare for emergencies—from natural disasters to terrorist attacks. Until now, however, the (Agency/Department) has not had a simple, comprehensive, and consistent tool to assess our preparedness, recognize our successes, and identify gaps where more work needs to be done.

The (Agency/Department) is committed to increasing individual, family, and organizational readiness by using Federal Emergency Management Agency (FEMA) tools and resources to encourage a culture of preparedness at home and at work.

In an effort to assess our current level of preparedness, we ask that you please take a minute to answer the following 11 questions as honestly as possible. Thank you for your participation.

Sincerely,

(Name of Department or Agency Head)
(Position/Title)

Basic Information for Survey

Name:

Unique Employee Identifier:

Assignment:

Do you currently have school-aged children living at home?

If yes, how many and what are their ages?

Do you currently have pets in your household?

If yes, what kind and how many?

Organizational Preparedness Quiz

- 1. Does your local government have an emergency or disaster plan for your community?**
Yes No Don't Know
- 2. Do you know how to find the emergency broadcasting channel on the radio?**
Yes No Don't Know
- 3. In the past 30 days, have you seen or heard any messages that encourage people to take steps to be prepared for emergency situations in your community?**
Yes No
- 4. In the last year, have you prepared an Emergency Supply Kit with supplies like water, food, and medicine that is kept in a designated place in your home?**
Yes No
- 5. In the last year, have you prepared a small kit with emergency supplies that you keep at home, in your car, or where you work to take with you if you had to leave quickly?**
Yes No
- 6. In the last year, have you made a specific plan for how you and your family would communicate in an emergency situation if you were separated?**
Yes No
- 7. In the last year, have you established a specific meeting place to reunite in the event you and your family cannot return home or are evacuated?**
Yes No
- 8. In the last year, have you practiced or drilled on what to do in an emergency at home?**
Yes No
- 9. In the last year, have you volunteered to help prepare for or respond to a major emergency?**
Yes No
- 10. In the past five years, have you taken first aid training, such as CPR?**
Yes No
- 11. Do you or a family member belong to a Community Emergency Response Team (CERT)?**
Yes No