

# Emergency Preparedness Instructions

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name/Organization]

Dear [Recipient's Name],

As part of our commitment to ensuring the safety and well-being of our community, we are providing you with essential instructions for emergency preparedness. Please review the following guidelines carefully:

## 1. Create an Emergency Plan

- Identify meeting locations and contact information for family members.
- Discuss how to communicate during an emergency.

## 2. Build an Emergency Kit

- Include non-perishable food, water, and medications for at least 72 hours.
- Pack first aid supplies and flashlights with extra batteries.

## 3. Stay Informed

- Sign up for local alerts and stay tuned to weather updates.
- Have access to a battery-powered or hand-crank radio.

For more information and resources, please visit [Insert Relevant Website].

Thank you for taking the time to prepare for emergencies. Your safety is our priority.

Sincerely,  
[Your Name]  
[Your Position]  
[Your Organization]