

Note: *The Public Announcement letter can be distributed to residents surrounding the exercise site to inform them of an upcoming exercise. For large-scale exercises, the announcement can be published in the local newspaper prior to the exercise. A sample announcement is provided.*

City Seal/Logo

Format Picture/Layout/
In front of text

Dear Area Residents,

Organizations from your city and state will participate in an exercise taking place on [Date]. The exercise is being conducted in order to test and improve your community's overall preparedness for an emergency event. The fictional exercise simulates a [scenario type]. Exercise participants will simulate [exercise activities, e.g., "emergency responders will simulate crime scenes and might treat volunteers who are pretending to be victims"]. **The incident is not real**; however the response activities during the fictional exercise will be practiced in a manner that is as realistic as possible. [A general list of participants, e.g., "area hospitals, city and county police, fire and emergency teams, state and local officials, other government agencies and private sector partners"] will be participating.

The areas where the exercise will take place will be clearly marked. For your safety, and in order to complete the exercise in a realistic environment, the exercise area will not be open to the public. We ask for your patience and support if the exercise disrupts your daily routine.

There are simple steps that Americans can take to prepare themselves and their loved ones for emergencies: be informed, make a plan, build a disaster supply kit, and get involved through opportunities that support community preparedness. By gathering supplies to meet basic needs, discussing what to do during an emergency with your family in advance, and being aware of the risks and appropriate actions, you will be better prepared for the unexpected and can help better prepare your community and the country. Please visit www.ready.gov or call 1-800-BE-READY to learn more about preparedness activities.

We thank all area residents for their support of this important exercise. [Optional: If you have any concerns or questions about the exercise, please contact: POC].

Sincerely,

[Exercise Director]

[Sponsoring Agency]