

**Attachment 11.**

**Email Script  
Procedures for the Collection of Information**

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**Procedures for the Collection of Information**

**To:** < State(s) or Local Health Official(s)>

**From:** *Epi-X*

**Subject:** *Epi-X* Emergency Public Health Incident Information Request

**Email Body:**

Dear Public Health Official:

On <Month day, year, time> a public health response information request was sent to you via *Epi-X* in regards a recent public health incident that occurred in or near your jurisdiction or locality. Reliable, secure communications with CDC's state and local public health partners via the *Epi-X* system are essential for CDC to gain and maintain accurate situation awareness, make informed decisions, and to respond to your jurisdiction's or locality's requirements in the most appropriate manner possible.

Your part in the survey will be to please:

1. Log on to <"*Epi-X*" OR "*Epi-X Forum*"> at <link to *Epi-X* report OR *Epi-X Forum* posting>.
2. Answer all questions in the Incident Information Request Survey.
3. Add additional comments to <"the posted report on *Epi-X*" OR "the *Epi-X Forum* posting"> if you wish.

We value your views, comments and the information you provided.

Thank you for your participation.

Team *Epi-X*