

Dear «Prefix» «Last\_Name»:

I am writing to follow up on my previous e-mail inviting your participation in a national study on community-level emergency preparedness activities being conducted by the Center for Studying Health System Change (HSC) and funded by the Centers for Disease Control and Prevention.

As a reminder, this research aims to better understand emergency preparedness activities on a local level. This study will involve qualitative interviews with health care leaders including representatives from local health departments, hospital emergency departments, physician groups, and other agencies involved in emergency preparedness planning. Your feedback in this study will help guide future efforts to support emergency preparedness activities in communities across the country.

To give you a better sense of the topics covered in this interview, the following is an overview:

- Organizations involved in emergency preparedness planning and response in your community
- Disaster/ surge plans in place in your community
- The response to H1N1 in your community
- Collaborations and resources that support emergency preparedness activities in your community
- Barriers and facilitators to coordinating emergency preparedness

We would like to arrange a 60-minute phone interview with you to obtain your perspective on community preparedness activities in «Site Name». If you do not believe that you are the most appropriate person to discuss these issues, we would greatly appreciate your referral to a colleague at your organization who is active in this area.

Again, HSC has a strict policy to ensure the privacy of individual interview responses and does not disclose the names of interview respondents with anyone outside of our research team, unless required to do so by law. Additionally, we do not attribute comments to specific individuals in our final reports, which will be shared with respondents and made available at HSC's website. For more information about HSC, please visit [www.hschange.org](http://www.hschange.org).

If you have any further questions about this study, please let me know and I would be happy to provide you with more information. We look forward to speaking with you soon.

Sincerely,

«Scheduler Name»