

ATTACHMENT D: Notification Email

Email Notification for State, Local, and Territorial Government Staff

Subject: CDC needs your input on state and local Ebola response readiness

Dear [NAME]:

As you may know, the 2014 Ebola outbreak represents one of the largest Ebola outbreaks in history and the first in West Africa. The World Health Organization (WHO) has declared the current Ebola outbreak in West Africa to be an international public health emergency. While the current outbreak does not pose a significant risk to the U.S. public, CDC is taking precautions domestically in addition to its activities abroad. To ensure additional preparedness in the United States, **CDC invites you to complete an assessment of your organization's Public Health Emergency Preparedness and Response activities related to Ebola.**

The assessment is available in an electronic format. Please go to <http://www.xxx.org> and follow the instructions on the screen to complete the assessment online. **The assessment will be open from DATE to DATE and should take about 10 minutes or less to complete.**

Your input is very important to us and will help CDC understand the extent to which state, local, and territorial public health and healthcare officials and staff are conducting public health preparedness and response activities related to Ebola. Your feedback will assist us in developing guidance and technical assistance strategies to help assist you in your readiness efforts.

Your open and honest feedback is appreciated. Your participation is voluntary, and you may skip questions or stop the assessment at any time without any adverse consequences. Data from the assessment will be shared with CDC, but will not be linked to the identity of a particular respondent or organization. For more information about this assessment, please contact NAME at EMAIL@cdc.gov.

Thank you in advance for your participation in this very important effort.

Sincerely,

Christine Kosmos, R.N., B.S.N., M.S.
Director, Division of State and Local Readiness
Office of Public Health Preparedness and Response
Centers for Disease Control and Prevention