

NCP Survey Initial Email

The email language is as follows:

(Insert Salutation),

FEMA's National Continuity Programs serves the public by coordinating programs and activities that preserve our nation's essential functions and enhance the ability of organizations, communities, and governments to continue to provide critical services and conduct essential functions across a wide range of potential threats and emergencies. FEMA offers training, technical assistance, and outreach to assist organizations and governments develop and maintain a continuity plan and program and implement the concepts found within the Continuity Guidance Circular (CGC).

As a means of ensuring FEMA is providing effective and relevant services for our continuity partners, we have developed the attached questionnaire. Would you please take a moment to complete the questionnaire and return it to me by (insert date). Your input, along with that of the many other continuity professionals throughout the nation who are completing the questionnaire, will further FEMA's ability to support the needs of the continuity community.

(Insert Closing),

(Insert Name)