<DATE>

**To:** Distribution

**Fr:** <Name>

**Re:** Announcement of Membership in the Red Cross Ready Rating Program

As part of our commitment to the health and safety of our staff, I am pleased to announce that we have joined a Red Cross program that promises to help us continually improve our response to a wide range of possible emergencies.

Known as the Ready Rating Program, we are joining more than 12,000 other organizations that see the benefit of participation in this initiative.

There are several components of the program that we find valuable and caused us to join including:

**Access to Two Emergency Response Assessments.**

Known as **ReadyGo** and **ReadyAdvance,** these no-cost assessments will help us pinpoint areas in our emergency programs that need attention, while also providing specific advice on how to proceed to make the improvements. These assessments generate a report that measures our program against some international standards and provides specific recommendations on how to improve. We can continue to take these assessments going forward and track our progress

**Customizable Emergency Action Plans**

The Occupational Safety and Health Administration (OSHA) has a rule in place that mandates every organization to have an emergency action plan (EAP). While smaller sites can verbally discuss their plan, operations with ten or more staff members must have a written plan that is available for review by all employees.   
  
The Ready Rating program gives us access to two versions of an emergency action plan – each of which is fully customizable. The templates are accessible online and can be downloaded for customization to our needs. Each of these two plans exceed the six requirements specified by OSHA for an emergency action plan and position us to meet this important safety regulation.

**Use of a Large Library of Resources**

Membership also entitles us to unrestricted access to a large library of safety and security materials including checklists, videos, presentations, and other emergency planning tools.

**Distinctive Membership Logo**

From a promotional standpoint membership entitles us to use the Ready Rating seal in our offices and online via our website. This is a clear sign that our organization is interested in preparing for and will successfully manage emergencies and disasters that threaten us.

These are just a few of the benefits membership offers. Over the coming weeks you will see and hear more about this topic. In the meantime, should you have any questions feel free to contact me directly.