**Please note: It is recommended by the Continuity Of Operations Planning Work Group that the letter be printed on Health Coalition letterhead using business letter formatting standards. The text below is the body of the letter.**

Dear *<Insert Name>*,

During disasters, communities continue to look to your healthcare organization for support and services regardless of the disaster’s impact to your organization. Is your healthcare organization ready to meet those needs during a crisis? Are plans and procedures in place for the recovery of essential services and functions? Our role is to provide healthcare that is safe at all times, including at times of crisis.

To assist us in better understanding the current status of continuity of operations planning at healthcare organizations in the *<Insert Name>* region, we are seeking your input through the completion of the Business Continuity Maturity Index. Whether your organization is in the initial stages of continuity planning or has plans in place, completing the survey provides valuable information for our region that will be used to identify future initiatives to support healthcare continuity planning.

This survey is accessible at the following web address <http://www.health.state.mn.us/oep/surveys/coop.html>. The attached Situation Background Assessment Recommendation (SBAR) Report summarizes healthcare continuity planning and provides links to resources for your organization.

To ensure that key stakeholders are engaged, please provide the name and contact information for the individual(s) responsible for emergency management and continuity of operations planning within your organization. Please contact me directly with any requests or questions you may have about this critical initiative.

Kind regards,

Name

Regional Healthcare Preparedness Coordinator, <Insert Coalition Name>

Attachments:

* Healthcare Business Continuity-Executive Briefing
* Situation–Background-Assessment-Recommendation