To: Central Office

From: Hector Batista, Executive Vice Chancellor and Chief Operating Officer

Date: September 5, 2019

Re: National Preparedness Month

Dear Colleagues,

Dealing with emergencies is an ongoing and often complex undertaking for an organization as large as CUNY. Thankfully, implementing emergency preparedness measures for you and your family is easy. **Make a Plan. Gather Supplies. Get Informed.** These are three critical steps to prepare for any emergency.

As part of National Preparedness Month this September, CUNY will be joining organizations and businesses throughout New York City in the [Partners in Preparedness Program](#). The program helps organizations prepare their employees, services, and facilities for disasters through participation in various activities. Here are some ways you can participate in this year’s National Preparedness Month and help ensure that you and your family are prepared:

**Sign up for Notify NYC**  
Notify NYC is the City’s free, real-time emergency notification system.

**Update Your Contact Information**  
To ensure that you stay informed in an emergency, we ask that you update your contact information. If you are already in CUNYfirst, select Self Service in the CUNYfirst menu, then select Personal Information and the CUNY Alert Preferences link. Please let the Service Desk know if you have any problems updating your information.

**Create a Family Emergency Plan.**

**Create a Go Bag**  
Click [here](#) to learn more about what supplies should be included in your Go Bag.

**Know Your Zone**  
Check out the [Know Your Zone](#) website for everything you need to know about hurricanes in New York City. You’ll find information about the city’s hurricane evacuation zones, the hazards you may face from a hurricane, and what to do to prepare.

**Visit the CUNY Emergency Preparedness Website or Display**
For more information on how to prepare, please visit one of our preparedness displays at one of the following locations:

- 205 East 42nd Street, 8th and 11th Floors
- 555 West 57th Street, 14th and 16th Floors
- 395 Hudson Street, 5th and 6th Floors

You can also take a look at the CUNY Emergency Preparedness website for a wide range of emergency and preparedness-related topics.

**Participate in an upcoming “Preparing for Emergencies” webinar**

The webinar provides information about the types of emergencies New Yorkers may face and will guide you through the steps of preparing you and your family for emergencies. Upcoming webinar dates are:

**Thursday, September 19**
1:00pm – 2:00pm

**RSVP**

**Wednesday, September 25**
1:00pm – 2:00pm

**RSVP**

Thank you.