



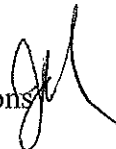
STATE OF NEW YORK  
EXECUTIVE CHAMBER

ANDREW CUOMO  
GOVERNOR

JIM MALATRAS  
DIRECTOR OF STATE OPERATIONS

MEMORANDUM

TO: All New York State Employees

FROM: Jim Malatras, Director of State Operations 

SUBJECT: Emergency Preparedness

DATE: September 16, 2014

As we head into fall and the severe weather season begins, I urge all of you to be prepared. As Governor Cuomo has said, severe weather is becoming more frequent and more extreme in our state, and it's more important than ever that New Yorkers know what to do in an emergency.

To that end, we want to give every state worker the opportunity to be properly trained to help their families, neighbors, and communities in case disaster strikes.

Here's what you can do:

Log onto [www.prepare.ny.gov](http://www.prepare.ny.gov) and either sign up for an in-person training event in your community or take 30 minutes to complete the preparedness certification training and test online. You can do this from home or even from work. We believe this training is so important for New Yorkers and their families that if you chose to complete the online training at work, it will count toward your regular work hours.

Please help us keep New York safe by encouraging your family members and friends to sign up for the training as well. Just half an hour spent on this online training could save your life or the life of a loved one.

Thank you for your time.