**DRAFT LETTER TO LOCAL EMERGENCY OFFICIAL**

*Here is a draft of a letter you can edit, replace red words with your information (and change to black!), and send to a local official to invite their presentation in your classroom.*

Dear Name,

I am a teacher of X grade science at school name in town name. My students have recently learned of natural disasters and health consequences by experiencing a live, Internet simulation of disasters presented by a National Institutes of Health-funded project at Wheeling University in West Virginia. During the simulation, the students took the roles of disaster coordinator, triage team at the disaster site, and hospital ER doctors who diagnose and treat those injured by the disaster.

To bring home what the students have learned and experienced about wildfires, hurricanes, floods, eruptions, earthquakes, and tornados **I invite you to make a one-hour visit our classroom** to describe some actual natural disasters that have affected our area in the past and that may in the future. I want students to learn how our city prepares for possible disasters and what is done when one actually hits. In particular, I would like your presentation to be a culminating activity that alerts them to what types of disasters they might face here, how frequently such disasters occur here, and what families may be asked to do for their own safety. (Students will also prepare a family disaster plan.) I do want students to learn what about local/regional disasters, but to come away reassured that the city has plans to protect everyone. We want this entire lesson sequence to be a positive experience.

I hope you will be able to visit our class. Here are the times it meets, and the dates when your visit would be especially welcome.

Times and dates

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Please call, text or email me if you would like more information, and to let me know if your visit will be possible.

Thank you very much,

Teacher signature and written name

Telephone number

Email address