MEMORANDUM FOR ALL DODEA HEADQUARTERS EMPLOYEES

SUBJECT: Department of Defense Education Activity PrepareAthon! 2014

The purpose of this memorandum is to announce the Department of Defense Education Activity (DoDEA) Headquarters' (HQ) participation in Department of Defense-sponsored National Preparedness Month. The theme of DoDEA PrepareAthon! 2014 is “Be Disaster Aware, Take Action to Prepare!” and it serves as a reminder that we must take action to prepare now and throughout the year, for the various types of emergencies we may encounter.

DoDEA PrepareAthon! 2014 will be divided into three sub-themes, one theme per week, “Be Informed, Know Your Risks & Resources,” “Make a Plan,” and “Build a Kit.” Over the course of the event, HQ employees will receive informative e-mails pertaining to the PrepareAthon! and the three sub-themes. Useful links will be available on the DoDEA Homepage that will further provide employees with informative material on how to prevent, prepare for, and recover from emergency situations. Preparedness resources will not be limited to just the workplace, but will include measures that can be taken at home concerning family and pets. In addition, the event will include a test of DoDEA phone trees. The Office of Safety and Security will be in contact with Division Chiefs on this matter and will report the test results to me. Events will culminate with mandatory DoDEA PrepareAthon! training for each division. This training will meet our yearly DoDEA and Mark Center training requirements.

I encourage all employees to participate in this event and to take advantage of the opportunity to learn about the various risks associated with emergency events and to explore invaluable resources available to better protect yourself, both at work and at home. Supervisors please encourage and grant your employees the time to read and utilize the information provided. Remember, a well-prepared work force is essential to DoDEA’s and to the Department’s ability to carry on its mission, and well-prepared family members are an important part of national preparedness.

If you have questions, please contact Ms. Jennifer Jones, Emergency Preparedness Program Manager. Ms. Jones can be reached at 571-372-1468 or via e-mail at jennifer.jones@hq.dodea.edu.

Thomas M. Brady
Director

Attachments:
As stated