



October 31<sup>st</sup>, 2017

Dear Employees,

Cooperative Home Care and Hospice wants to ensure your safety, and the safety of your families. Throughout our emergency planning initiative, we will continue to share information you need to know through e-mail, letters and/or communications posted at each office. If you do not have a company e-mail address, help us ensure we are reaching you by e-mailing [kpffister@cooperativehomecare.com](mailto:kpffister@cooperativehomecare.com) with your preferred e-mail address.

An important way that you can ensure your safety during an emergency is to create a Family Emergency Plan, based on your family's specific needs.

We are sharing information that is also available at from the Missouri Department of Health and Senior Services, at <http://health.mo.gov/emergencies/> One key resource is a simple Family Emergency Plan template that you can discuss and complete as a family. We've attached this document to help you get started.

If you have questions, please contact me. Thank you for your dedication to Cooperative Home Care!

Sincerely,

KristyAnn Pfister, Project Manager

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