

# Health Facility Emergency Protocols

Date: \_\_\_\_\_

To: All Staff

From: [Name], [Title]

Subject: Emergency Protocols and Procedures

Dear Team,

In light of recent events, we are implementing the following emergency protocols to ensure the safety of all patients and staff within the facility.

## Emergency Contact Information

Please ensure that you are familiar with the following emergency contacts:

- Facility Emergency Coordinator: [Name, Phone Number]
- Local Emergency Services: [Phone Number]
- Poison Control: [Phone Number]

## Evacuation Procedures

In case of an emergency requiring evacuation, follow these steps:

1. Remain calm and assist patients and visitors.
2. Follow the nearest emergency exit route indicated by the illuminated signs.
3. Gather at the designated assembly point: [Location]

## Emergency Equipment

The following emergency equipment is available within the facility:

- First Aid Kits: Located in [Locations]
- Defibrillators: Located in [Locations]
- Fire Extinguishers: Located in [Locations]

## Training and Drills

All staff members are required to participate in emergency protocol training and drills which will be conducted on:

[Date and Time]

Thank you for your attention and cooperation in keeping our facility safe and prepared.

Sincerely,  
[Your Name]  
[Your Title]