

Emergency Contact Instructions

Dear [Vendor Name],

In case of an emergency, please follow the instructions below:

Emergency Contact Information

- **Primary Contact:** [Name]
- **Phone Number:** [Phone Number]
- **Email:** [Email Address]

Backup Contact Information

- **Secondary Contact:** [Name]
- **Phone Number:** [Phone Number]
- **Email:** [Email Address]

Emergency Procedures

Please ensure that your team follows these steps:

1. Contact the primary emergency contact immediately.
2. Provide detailed information about the emergency.
3. Follow any directions provided by the emergency contact.

Thank you for your cooperation and attention to this matter.

Sincerely,

[Your Name]
[Your Position]
[Your Company]