

Emergency Communication Guidelines for Subcontractors

Date: [Insert Date]

To: [Subcontractor Name]

From: [Your Company Name]

Subject: Emergency Communication Procedures

Dear [Subcontractor Name],

In the event of an emergency affecting the project or our operations, the following communication guidelines must be adhered to:

1. Immediate Reporting

All emergencies must be reported immediately to your site supervisor and the company's emergency response team. Contact information:

- Site Supervisor: [Name, Phone Number]
- Emergency Response Team: [Contact Name, Phone Number]

2. Communication Channels

Use the following channels for communication:

- Phone: Always prioritize phone calls for urgent matters.
- Email: Follow up with an email to confirm details.
- Text Messaging: Use for brief updates and confirmations.

3. Documentation

Document all emergency situations, including:

- Details of the incident
- Time and date of occurrence
- Individuals involved

4. Follow-Up

A meeting will be scheduled post-incident to discuss the response and any necessary action plans. Your attendance is required.

Thank you for your cooperation and attention to these protocols.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Contact Information]