

# Emergency Action Plan

Date: [Insert Date]

To: [Subcontractor Name]

From: [Your Company Name]

## Subject: Subcontractor Emergency Action Plan

Dear [Subcontractor Name],

This letter serves as a formal communication regarding the Emergency Action Plan that is required for all subcontractors working on [Project Name/Location]. The purpose of this plan is to ensure the safety of all personnel and prompt response in case of an emergency situation.

### Emergency Contact Information

- [Your Company Emergency Contact Name] - [Phone Number]
- [Subcontractor Emergency Contact Name] - [Phone Number]
- [Local Emergency Services] - [Phone Number]

### Emergency Procedures

1. Evacuation Plan: [Details of the evacuation plan]
2. Communication Plan: [Details on how to communicate during an emergency]
3. First Aid Plan: [Information on first aid kits and trained personnel]

### Training and Drills

All personnel must undergo training on the Emergency Action Plan, including participating in drills scheduled for [Insert Dates].

### Sign-Off

Please sign and return the acknowledgment of this Emergency Action Plan by [Insert Deadline].

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]

**Acknowledgment**

I, [Subcontractor Name], acknowledge receipt of the Emergency Action Plan and agree to comply with its requirements.

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