

# Subcontractor Emergency Guidelines Briefing

Date: [Insert Date]

To: [Subcontractor Name]

From: [Your Company Name]

Subject: Emergency Guidelines Briefing

Dear [Subcontractor Name],

As part of our ongoing commitment to safety and preparedness, we would like to provide you with crucial emergency guidelines that all subcontractors must follow during any incidents or emergencies on site.

## Emergency Contacts:

- Site Supervisor: [Name] - [Phone Number]
- Emergency Services: 911
- [Local Emergency Contact]: [Phone Number]

## Emergency Procedures:

1. Ensure the safety of all personnel.
2. Evacuate the site immediately using designated emergency exits.
3. Report to the designated assembly point located at [Location].
4. Notify the site supervisor or emergency contact of any missing personnel.
5. Do not return to the site until it has been deemed safe by authorities.

## Training Requirements:

All subcontractors must complete emergency response training by [Deadline Date].

Thank you for your attention to these important safety procedures. Your cooperation is essential in ensuring a safe working environment for everyone.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Contact Information]