

# Emergency Response Briefing

Date: [Insert Date]

To: [Subcontractor Name]

From: [Your Company Name]

Subject: Emergency Response Protocol

Dear [Subcontractor Name],

As part of our commitment to safety and preparedness on site, we are scheduling an emergency response briefing for all subcontractors. The briefing will cover the following key topics:

- Emergency contact numbers
- Evacuation procedures
- First aid and medical assistance
- Fire safety protocols
- Weather-related emergency plans

## **Briefing Details:**

Date: [Insert Date]

Time: [Insert Time]

Location: [Insert Location]

Please ensure that all personnel from your team are present and prepared to participate. This briefing is crucial for maintaining a safe working environment and ensuring that we are all equipped to respond effectively in case of an emergency.

If you have any questions or concerns, feel free to reach out to me directly at [Your Contact Information].

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Contact Information]