

Emergency Response Plan Notification

Date: [Insert Date]

To: [Subcontractor Name]

Address: [Subcontractor Address]

Dear [Subcontractor Name],

As part of our commitment to maintaining a safe operational environment, we are implementing Emergency Response Plans (ERPs) that all subcontractors need to adhere to during their tasks. Please find the details below:

Emergency Procedures Overview

1. Emergency Contact Numbers: [Insert Contact Information]
2. Evacuation Routes: [Insert Routes/Maps]
3. Designated Assembly Points: [Insert Locations]

Responsibilities

Subcontractors are required to:

- Ensure all personnel are familiar with the ERP.
- Attend mandatory training sessions scheduled on [Insert Dates].
- Conduct regular safety drills as per the outlined schedule.

Documentation

Please find attached the following documents:

- Emergency Response Plan Manual
- Training Acknowledgment Form
- Incident Report Form Template

We appreciate your cooperation and commitment to safety. Should you have any questions, please feel free to contact me directly at [Your Contact Information].

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]