

Volunteer Emergency Action Plan Communication

Date: [Insert Date]

To: [Volunteer Name]

From: [Your Name]

Subject: Volunteer Emergency Action Plan

Dear [Volunteer Name],

I hope this message finds you well. As part of our commitment to ensuring the safety and preparedness of our volunteers during emergency situations, we have developed a comprehensive Emergency Action Plan (EAP). This plan outlines the necessary procedures and guidelines that all volunteers are expected to follow in the event of an emergency.

Emergency Contact Information:

- Emergency Coordinator: [Name & Contact]
- Local Emergency Services: [Contact Information]

Emergency Procedures:

- Stay calm and assess the situation.
- Follow the established evacuation routes.
- Assist individuals with disabilities as needed.
- Gather at the designated assembly area.

Training and Drills:

All volunteers are required to participate in scheduled training sessions and emergency drills to ensure everyone is familiar with the EAP. Dates for these sessions will be communicated well in advance.

For any questions or concerns regarding the Emergency Action Plan, please feel free to reach out to me directly at [Your Contact Information].

Thank you for your commitment to safety and preparedness.

Best regards,

[Your Name]

[Your Position]

[Organization Name]