

Volunteer Safety Instructions During Emergencies

Dear Volunteers,

Thank you for your commitment to our cause. Your safety is our top priority. Please review the following safety instructions to ensure a secure environment during emergencies:

Emergency Contact Information

- Emergency Services: 911
- Local Emergency Coordinator: [Name & Phone Number]
- Volunteer Coordinator: [Name & Phone Number]

General Safety Guidelines

1. Stay calm and follow the instructions given by emergency response personnel.
2. Identify the nearest exit and emergency assembly point.
3. Do not use elevators during an evacuation.
4. Assist individuals with disabilities or special needs.
5. Keep clear of areas marked for emergency responders.

Specific Emergency Procedures

In Case of Fire:

- Activate the nearest fire alarm.
- Evacuate the building immediately.
- Do not re-enter until instructed by emergency personnel.

In Case of Severe Weather:

- Stay indoors and away from windows.
- Seek shelter in a designated safe area.
- Listen to local weather updates for further guidance.

Post-Emergency Procedures

Once the situation is resolved, please check in with the Volunteer Coordinator for further instructions and support.

Thank you for your attention and commitment to safety!

Sincerely,

[Your Organization Name]