

# Emergency Contact Guidelines for Volunteers

Dear Volunteers,

We appreciate your commitment and dedication to our organization. In the event of an emergency, it is crucial to have a clear understanding of our emergency contact protocols. Please review the following guidelines:

## 1. Emergency Contact Information

Each volunteer should maintain up-to-date contact information with the coordinating team, including:

- Your name
- Emergency contact person
- Emergency contact phone number
- Any relevant medical information

## 2. Reporting an Emergency

In case of an emergency, please follow these steps:

1. Assess the situation and ensure your safety first.
2. Contact emergency services if necessary (dial 911).
3. Report the situation to your designated team leader or coordinator.

## 3. Emergency Procedures

Familiarize yourself with the location of first aid kits, fire exits, and any other safety equipment available in the area where you will be volunteering.

Thank you for your attention to these guidelines. Your safety and well-being are our top priority.

Sincerely,  
[Organization Name]