

Emergency Contact Procedures

Dear Volunteers,

Thank you for your commitment and support as a volunteer. It is essential to have a clear understanding of the emergency contact procedures to ensure everyone's safety during your time with us.

In Case of Emergency

1. Stay Calm: Assess the situation and prioritize safety.
2. Contact Emergency Services: Dial 911 for any life-threatening emergencies.
3. Notify a Supervisor: Immediately inform your assigned supervisor about the situation.

Emergency Contact Information

Below are the important contacts you may need:

- Supervisor: [Supervisor's Name] - [Phone Number]
- First Aid Coordinator: [Coordinator's Name] - [Phone Number]
- Local Emergency Services: 911
- Poison Control: 1-800-222-1222

Please familiarize yourself with these procedures and keep this document accessible during your volunteer activities. Your safety and well-being are our top priority.

Thank you for your cooperation.

Best Regards,

[Your Organization Name]

[Your Contact Information]