

Emergency Action Plan Notification

Date: [Insert Date]

To: [Employee Name]

From: [Your Name]

Subject: Emergency Action Plan Notification

Dear [Employee Name],

This letter is to inform you of the Emergency Action Plan (EAP) that has been developed to ensure the safety and security of all employees during an emergency situation.

The key components of the EAP include:

- Identification of potential emergencies
- Evacuation procedures
- Emergency contact numbers
- Designated assembly areas
- Training and drills schedule

All employees are required to review the EAP and participate in scheduled training sessions. Your safety is our priority, and we want to ensure everyone is prepared.

If you have any questions or require further information, please do not hesitate to reach out.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]