

Event Emergency Contact Guidelines

Date: [Insert Date]

To: All Staff

From: [Your Name/Title]

Subject: Emergency Contact Guidelines for [Event Name]

Dear Team,

As we prepare for the upcoming [Event Name] on [Event Date], it is crucial to ensure the safety and well-being of all participants and staff. Please review the following emergency contact guidelines:

Emergency Contacts

- Emergency Services (Police, Fire, Medical): 911
- Event Coordinator: [Name, Phone Number]
- Security Management: [Name, Phone Number]
- First Aid Station: [Location, Phone Number]
- Catering Coordinator: [Name, Phone Number]

General Guidelines

1. In case of an emergency, immediately contact emergency services by dialing 911.
2. Notify your supervisor or event coordinator of the situation as soon as possible.
3. Know your nearest exits and evacuation routes.
4. Stay calm and assist others when possible.

Please familiarize yourself with these contacts and guidelines before the event. Your cooperation is vital in ensuring a safe and successful event.

Thank you for your attention to this important matter.

Best regards,

[Your Name]

[Your Title]

[Your Contact Information]