On-Site Emergency Contact Procedures

Date: [Insert Date]

Event Name: [Insert Event Name]

Location: [Insert Event Location]

Emergency Contacts

- **Event Manager:** [Name, Phone Number, Email]
- **Security:** [Name, Phone Number, Email]
- **Medical Assistance:** [Name, Phone Number, Email]
- **Local Emergency Services:** [911 or Local Emergency Number]

Emergency Procedures

In the event of an emergency, please follow these procedures:

1. Stay calm and assess the situation.
2. Contact the Event Manager immediately.
3. Evacuate the area if necessary and guide attendees to the nearest exits.
4. Provide assistance to anyone in need and ensure everyone's safety.
5. Follow instructions from emergency personnel once they arrive on the scene.

Important Notes

Please familiarize yourself with the nearest exits and emergency equipment. Always prioritize safety and report any suspicious activity to security immediately.

Thank you for your attention to these important procedures.

Sincerely,

[Your Name]
[Your Title]
[Organization]