

Emergency Procedures Notice

Date: [Insert Date]

To: All Team Members

Subject: Emergency Procedures for Sports Team

Dear Team,

As part of our commitment to ensuring the safety and well-being of all our team members, we have established emergency procedures that must be followed during practices and games. Please take a moment to familiarize yourself with the following guidelines:

Emergency Contact Information

- Coach: [Insert Coach's Name] - [Insert Phone Number]
- Team Manager: [Insert Manager's Name] - [Insert Phone Number]
- Local Emergency Services: 911

Emergency Procedures

1. In case of an injury, immediately notify the nearest coach or team official.
2. If medical assistance is required, call the emergency contact number listed above.
3. Clear the area around the injured player to allow for assistance.
4. Do not attempt to move an injured player unless there is a risk of further injury.
5. After any emergency, a team meeting will be held to discuss procedures and any follow-up necessary.

Emergency Exits

Familiarize yourself with the location of all emergency exits. During an emergency, exit the building in a calm manner and gather at the designated meeting point: [Insert Meeting Point Location].

Your safety is our top priority. Please take these procedures seriously and make sure you adhere to them at all times.

If you have any questions or concerns regarding these procedures, do not hesitate to reach out.

Thank you for your attention.

Sincerely,

[Insert Your Name]

[Insert Your Position]

[Insert Team Name]