

Emergency Contact Guidelines for Workshop Participants

Dear Workshop Participants,

We prioritize your safety and well-being during our workshop. Please review the following emergency contact guidelines:

Emergency Contact Information

1. In case of emergency, please contact:

- **Local Emergency Services:** Dial 911
- **Workshop Coordinator:** [Coordinator Name] - [Phone Number]
- **Venue Security:** [Phone Number]

Emergency Procedures

2. In the event of an emergency:

1. Stay calm.
2. Follow the directions of the workshop coordinators.
3. Evacuate the premises if instructed to do so.
4. Do not use elevators during a fire emergency.

Important Contacts

Please provide an emergency contact person:

Name: _____

Phone Number: _____

Additional Information

If you have any medical conditions or require special assistance, please inform the workshop coordinators.

Thank you for your attention and cooperation.

Sincerely,

[Your Organization Name]