

Emergency Procedures for Social Club Events

Dear Members,

In light of our upcoming social club event, we want to ensure that all members are aware of our emergency procedures. Your safety is our top priority. Please review the following steps to follow in case of an emergency:

1. Emergency Contact Information

In case of an emergency, please contact:

- Club Manager: [Name] - [Phone Number]
- Local Emergency Services: 911

2. Evacuation Plan

In the event of an emergency requiring evacuation:

1. Remain calm and listen for announcements.
2. Follow the designated exit signs to the nearest exit.
3. Proceed to the designated assembly area: [Location].

3. First Aid

A First Aid Station will be located at [Location]. Trained personnel will be available to assist with any minor injuries.

4. Special Considerations

Please inform the event staff if you have any special needs or require assistance during an emergency.

Thank you for your attention to these important procedures. We look forward to a safe and enjoyable event!

Sincerely,

[Your Name]

[Your Position]

[Club Name]