

Emergency Liaison Procedures

Date: [Insert Date]

To: All Members of [Social Club Name]

Dear Members,

In light of recent events, we want to ensure that our social club is prepared for any emergencies that may arise during our operations. The following are the emergency liaison procedures that all members are expected to follow:

1. Emergency Contact Information

- Emergency Coordinator: [Name and Contact Number]
- Alternate Coordinator: [Name and Contact Number]
- Emergency Services: 911

2. Emergency Procedures

In case of an emergency, please follow these steps:

1. Assess the situation and ensure your safety.
2. Contact the Emergency Coordinator immediately.
3. Follow any evacuation procedures as outlined in our safety plan.
4. Gather at the designated assembly point: [Location].
5. Wait for further instructions from the Emergency Coordinator.

3. Training and Drills

All members are encouraged to participate in upcoming safety training and emergency drills. Dates and times for these sessions will be communicated shortly.

Thank you for your attention to these important procedures. Your cooperation is essential for ensuring the safety of all members.

Sincerely,

[Your Name]

[Your Position]

[Social Club Name]