

# Emergency Contact List Coordination

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Coordination of Emergency Contact List for Preparedness Drills

Dear [Recipient's Name],

As part of our commitment to ensuring safety and preparedness within our organization, we are in the process of updating our Emergency Contact List. This list is crucial for coordinating response efforts during emergency preparedness drills.

Please find attached the current emergency contact list. We request that you review it carefully and provide any updates or corrections by [Insert Deadline]. It is essential that all contact information is accurate and up-to-date, including:

- Employee Name
- Phone Number
- Email Address
- Emergency Contact Person
- Relationship
- Emergency Contact Phone Number

Once updated, please return the revised list to the safety coordinator at [Insert Email Address]. Your prompt attention to this matter will significantly enhance our preparedness efforts.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Contact Information]