

Emergency Protocol Contact Clarification

Date: [Insert Date]

To: [Employee Name]

From: [Your Name]

Subject: Clarification of Emergency Contact Protocols

Dear [Employee Name],

As part of our commitment to ensuring a safe working environment, I would like to clarify the emergency contact protocols established within our retail operations. Please review the following contacts that should be utilized in the event of an emergency:

- **Store Manager:** [Manager Name] - [Manager Phone Number]
- **Assistant Manager:** [Assistant Manager Name] - [Assistant Manager Phone Number]
- **Safety Officer:** [Safety Officer Name] - [Safety Officer Phone Number]
- **Emergency Services:** Call 911 for immediate assistance.

In case of an emergency, please ensure to follow these steps:

1. Assess the situation to determine if immediate help is needed.
2. Contact the appropriate personnel listed above.
3. Follow emergency evacuation procedures if necessary.

Your safety and the safety of our customers are our top priorities. If you have any questions regarding these protocols, please do not hesitate to reach out.

Sincerely,

[Your Name]

[Your Position]

[Store Name]