

Emergency Action Plan

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name]

Subject: Retail Emergency Action Plan

Dear [Recipient Name],

In light of recent events and to ensure the safety of our staff and customers, we have developed an Emergency Action Plan for [Store Name]. This plan outlines the procedures to follow in case of an emergency, including but not limited to fire, severe weather, and security threats.

Emergency Procedures:

1. **Evacuation Plan:** [Details of evacuation routes and assembly points]
2. **Fire Safety:** [Details on fire alarms, extinguishers, and protocols]
3. **Severe Weather Protocol:** [Instructions for storms, tornadoes, etc.]
4. **Security Threats:** [Steps to take in case of an active threat]

Contact Information:

Emergency Services: 911

[Store Manager Name]: [Phone Number]

[Security Contact Name]: [Phone Number]

For any questions or clarifications, please do not hesitate to reach out.

Sincerely,

[Your Name]

[Your Position]

[Store Name]

[Store Phone Number]