

Emergency Response Procedure

Date: _____

To: All Staff

From: Management

Subject: Retail Emergency Response Procedure

1. Introduction

This document outlines the procedures to follow in the event of an emergency within the retail environment.

2. Types of Emergencies

- Fire
- Medical Emergency
- Theft or Robbery
- Natural Disasters

3. Immediate Actions

In the event of an emergency, please follow these steps:

1. Remain calm and assess the situation.
2. Alert management and fellow employees.
3. Follow the specific emergency protocol outlined for the type of emergency.

4. Emergency Contact Numbers

- Emergency Services: 911
- Store Manager: _____
- Security: _____

5. Reporting Incidents

All incidents must be reported to management immediately after the situation is under control.

6. Training

All staff are required to participate in annual emergency response training.

7. Conclusion

Your safety and the safety of our customers is our top priority. Please familiarize yourself with these procedures.

Sincerely,

Management