

Emergency Response Plan Commencement

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name/Title]

Subject: Commencement of Emergency Response Plan

Dear [Recipient Name],

We are writing to inform you that the Emergency Response Plan (ERP) for [Organization/Facility Name] will officially commence on [Start Date]. This plan has been developed to ensure the safety and security of all personnel in the event of an emergency.

The ERP includes detailed protocols, resource allocation, and team assignments designed to manage various emergency scenarios effectively. We encourage all staff members to familiarize themselves with the plan and actively participate in scheduled training sessions.

Please find attached a copy of the Emergency Response Plan for your reference. If you have any questions or require further information, do not hesitate to reach out.

Thank you for your attention and cooperation in maintaining a safe working environment.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Contact Information]