

# Emergency Contact Procedures

Date: [Insert Date]

To: [Insert Recipient Name]

From: [Insert Sender Name]

Subject: Emergency Contact Procedures for Infectious Disease Incidents

Dear [Insert Recipient Name],

In light of recent developments regarding infectious disease incidents, we have established emergency contact procedures to ensure the safety and health of all individuals in our organization. Please review the following guidelines carefully:

## Emergency Contacts:

- Health and Safety Officer: [Name, Phone Number, Email]
- Human Resources: [Name, Phone Number, Email]
- Local Health Department: [Name, Phone Number]
- Emergency Services: 911

## Reporting Procedures:

1. In the event of a suspected infectious disease incident, immediately contact the Health and Safety Officer.
2. Provide detailed information about the incident, including individual(s) affected, symptoms observed, and any potential exposure.
3. Follow any initial instructions provided by the Health and Safety Officer.

## Safety Protocols:

- Ensure all individuals are aware of hygiene and safety protocols, including handwashing and social distancing measures.
- Provide personal protective equipment (PPE) as necessary.
- Regularly communicate updates and continued procedures to all personnel.

We appreciate your cooperation in keeping our workplace safe during these challenging times. Should you have any questions or need additional information, do not hesitate to reach out.

Best regards,

[Your Name]

[Your Job Title]

[Your Organization]