

Emergency Response Procedures

Date: [Insert Date]

To: [Contractor Name]

From: [Your Company Name]

Subject: Emergency Response Procedures

Dear [Contractor Name],

As part of our commitment to safety and compliance, we have established emergency response procedures that all contractors must follow during their engagement with [Your Company Name]. Below are the key procedures:

1. Emergency Contact Information

In case of an emergency, please contact:

- Emergency Services: 911
- On-Site Safety Officer: [Name] - [Phone Number]
- Your Company's Safety Manager: [Name] - [Phone Number]

2. Emergency Evacuation Plan

In the event of an evacuation:

1. Proceed to the nearest exit.
2. Do not use elevators.
3. Report to the assembly point located at [Assembly Point Location].

3. Handling Specific Emergencies

For specific types of emergencies, please refer to the attached detailed response procedures for:

- Fire
- Hazardous Material Spills
- Medical Emergencies
- Severe Weather

4. Training Requirements

All contractors are required to complete the emergency response training session scheduled for [Date & Time]. Please confirm your attendance by [Response Deadline].

5. Compliance

Compliance with these emergency response procedures is mandatory. Failure to adhere may result in immediate cessation of work and potential penalties.

Thank you for your cooperation. Please feel free to reach out if you have any questions or need further clarification.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Phone Number]