

# Construction Site Emergency Procedure Reminder

Date: [Insert Date]

To: [Insert Team/Contractor Name]

From: [Insert Your Name/Company Name]

Dear Team,

This letter serves as a reminder regarding the emergency procedures that are to be followed at our construction site. It is crucial that all personnel are familiar with these procedures to ensure safety during any unforeseen incidents.

## Emergency Contact Numbers:

- Site Manager: [Insert Contact Number]
- Emergency Services: 911
- Safety Officer: [Insert Contact Number]

## Emergency Evacuation Routes:

Ensure that you are aware of the nearest exits and evacuation routes marked on the site maps posted throughout the work area.

## First Aid Procedures:

First aid kits are located [insert locations]. Please ensure that the location of the first aid kits is known to all team members.

## Immediate Reporting:

Any incidents or near misses must be reported to the Site Manager promptly to ensure proper documentation and follow-up measures.

Your cooperation and vigilance in adhering to these procedures are vital for maintaining a safe work environment.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]