

# Emergency Procedures for Construction Site Visitors

Date: [Insert Date]

Dear Visitor,

Welcome to [Company/Project Name] construction site. Your safety is our top priority. Please take a moment to review the emergency procedures below:

## Emergency Contact Information:

- Site Supervisor: [Name] - [Phone Number]
- Emergency Services: 911
- Nearest Hospital: [Hospital Name] - [Phone Number]

## Emergency Procedures:

1. Remain calm and follow the instructions given by the site staff.
2. If you notice a fire, activate the nearest fire alarm and evacuate the area immediately.
3. In case of an injury, notify the site supervisor immediately. Medical assistance will be provided.
4. Use the designated emergency exits to evacuate the site safely.
5. Gather at the designated assembly point: [Location].

## Personal Safety Guidelines:

- Always wear appropriate personal protective equipment (PPE).
- Be aware of your surroundings and follow all safety signage.
- Do not enter restricted areas without authorization.

Thank you for your cooperation. Your safety is our utmost concern.

Best regards,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]