

# Emergency Response Plan Notification

Date: [Insert Date]

To: [Insert Recipient Name]

From: [Insert Sender Name]

Subject: Emergency Response Plan for [Project Name / Construction Site]

Dear [Recipient Name],

In accordance with our commitment to ensuring the safety and well-being of all personnel on the construction site, we are implementing the following Emergency Response Plan (ERP) effective immediately for the [Project Name] located at [Project Address]. This plan outlines the procedures that will be followed in the event of an emergency situation.

## 1. Emergency Contacts

In the event of an emergency, please contact the following individuals:

- Site Manager: [Name, Phone Number]
- Safety Officer: [Name, Phone Number]
- Local Emergency Services: [Contact Number]

## 2. Emergency Procedures

In case of an emergency, the following steps should be followed:

1. Assess the situation and ensure your safety before acting.
2. Notify the Site Manager and Safety Officer immediately.
3. Evacuate the building/site if necessary by using designated emergency exits.
4. Follow the instructions provided by emergency personnel upon arrival.

## 3. Training and Drills

All personnel are required to participate in emergency response training and drills. The next scheduled drill will take place on [Insert Date].

## 4. Review and Feedback

We encourage all team members to review this Emergency Response Plan thoroughly. Please provide any feedback or suggestions by [Insert Feedback Deadline].

Thank you for your attention to this critical matter. Your safety is our top priority.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]