

Utility Emergency Rapid Response Instructions

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name]

Subject: Rapid Response Instructions for Utility Emergencies

Dear [Recipient Name],

In the event of a utility emergency, please follow these rapid response instructions:

1. Immediate Assessment

- Identify the type of emergency (e.g., gas leak, water main break, power outage).
- Ensure the safety of all personnel in the vicinity.

2. Notification

- Contact the utility provider immediately at [Utility Provider Contact Number].
- Notify local emergency services if necessary.

3. Secure the Area

- Evacuate the area if required.
- Establish a perimeter to keep others away from the emergency site.

4. Document the Incident

- Take notes of the time, location, and nature of the emergency.
- Capture any relevant photos or videos if safe to do so.

5. Follow-Up

- Provide an incident report to [Relevant Stakeholder or Supervisor] as soon as possible.
- Review all necessary protocols and updates with staff.

Please ensure that all personnel are familiar with these instructions. Do not hesitate to reach out with any questions or concerns.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]