

Utility Emergency Contact Procedures

Date: [Insert Date]

To: [Local Agency Name]

From: [Your Organization Name]

Subject: Emergency Contact Procedures for Utility Services

Dear [Local Agency Contact],

In the event of a utility emergency, it is critical that our local agencies are prepared to respond effectively. This letter outlines the emergency contact procedures for utility services in our area. Please ensure that this information is shared with all relevant personnel.

Emergency Contact Numbers

- Electric Utility: [Insert Contact Number]
- Water Utility: [Insert Contact Number]
- Gas Utility: [Insert Contact Number]
- Sewer Services: [Insert Contact Number]
- Waste Management: [Insert Contact Number]

Response Procedures

1. Assess the situation and ensure safety for all.
2. Contact the relevant utility service using the numbers provided above.
3. Provide details of the emergency, including location, type of utility, and any immediate hazards.
4. Follow up with local agency representatives as necessary.

Follow-Up

After the incident, a debriefing will be held to discuss response effectiveness and areas for improvement. Please ensure that all involved personnel attend.

Thank you for your cooperation and commitment to public safety.

Best regards,

[Your Name]

[Your Title]

[Your Organization]

[Your Contact Information]