

Board Emergency Response Plan

Date: [Insert Date]

To: [Insert Recipient Name]

From: [Insert Sender Name]

Subject: Emergency Response Plan Overview

Dear [Recipient Name],

As part of our ongoing commitment to ensure the safety and well-being of our organization, we have developed a comprehensive Emergency Response Plan (ERP). This plan outlines the procedures and responsibilities of board members and staff in the event of an emergency.

Key components of the Emergency Response Plan include:

- Identification of potential emergencies
- Roles and responsibilities
- Communication strategies
- Evacuation procedures
- Resource allocation

We encourage you to review the attached document detailing the full Emergency Response Plan for our organization. Your feedback is invaluable to us as we aim to improve our procedures.

Please schedule a time with us for a discussion on the plan or any suggestions you might have.

Thank you for your attention to this critical matter.

Sincerely,

[Sender Name]

[Sender Title]

[Organization Name]