

[Date]

To: [Recipient Name/All Staff/All Residents]  
From: [Your Name/Department Name]  
Subject: Emergency Contact Information and Resources

Dear [Name/Team],

The safety and well-being of our [community/organization] are our top priorities. Please keep this letter in a visible and accessible location for use during an emergency.

## 1. Primary Emergency Contacts

- **Emergency Services (Police/Fire/Ambulance):** 911
- **Facility Security:** [Phone Number]
- **Main Office/Reception:** [Phone Number]
- **Maintenance Emergency:** [Phone Number]

## 2. Medical and Health Resources

- **Poison Control Center:** [Phone Number]
- **Nearest Hospital/ER:** [Hospital Name] - [Address]
- **Local Urgent Care:** [Name] - [Phone Number]

## 3. Utility Contacts

- **Electricity Provider:** [Company Name] - [Phone Number]
- **Water Department:** [Company Name] - [Phone Number]
- **Gas Leak/Emergency:** [Company Name] - [Phone Number]

## 4. Internal Emergency Leads

- **Safety Coordinator:** [Name] - [Phone Number]
- **Human Resources:** [Name] - [Phone Number]

## 5. Basic Procedures

- **Fire:** Evacuate immediately via the nearest exit. Do not use elevators. Meet at [Assembly Point].
- **Medical:** Call 911 immediately and notify the Safety Coordinator.
- **Weather:** Move to the designated shelter area located at [Location].

Please ensure your personal emergency contact information is up to date in our records by contacting [Department/Link].

Stay safe,

[Signature]  
[Typed Name]  
[Title/Organization]