

# Emergency Communication Protocol

## Purpose

This protocol outlines the steps for communicating during emergency situations to ensure the safety of all personnel and effective information dissemination.

## Scope

Applies to all staff and visitors present within the facility during emergency events.

## Emergency Contacts

Role	Name	Phone	Email
Emergency Coordinator	Jane Doe	555-123-4567	jane.doe@email.com
Security Office	John Smith	555-234-5678	john.smith@email.com
Local Emergency Services	â€"	911	â€"

## Communication Procedures

### 1. Initial Alert:

- Identify nature of emergency.
- Activate alarm systems if necessary.

### 2. Notification:

- Contact Emergency Coordinator immediately.
- Notify on-site staff and visitors via intercom or public address system.

### 3. Information Update:

- Provide regular updates through designated communication channels (SMS, email, intercom).
- Deliver instructions for evacuation or shelter-in-place if required.

### 4. After-Action Communication:

- Debrief all personnel after the incident.
- Document actions taken and lessons learned.

## Communication Channels

- Intercom/Public Address System
- Mobile Phones (calls/SMS)
- Email
- Two-way Radios (for staff)
- Emergency Notification Apps (if available)

## Roles and Responsibilities

1. **Emergency Coordinator:** Oversee all emergency communication; serve as primary point of contact.
2. **Security Personnel:** Assist with notification and support evacuation procedures.
3. **All Staff:** Follow instructions and relay critical information as needed.

## Revision & Review

This protocol will be reviewed annually or after any emergency event and updated as needed.