

# SOP Template: Immediate Notification of Relevant Personnel and Authorities

This SOP describes the process for **immediate notification of relevant personnel and authorities** to ensure timely communication during emergencies or critical incidents. It outlines the steps to quickly identify key contacts, use appropriate communication channels, and provide accurate information to enable a coordinated response and minimize potential risks or damages. The goal is to maintain clear and efficient communication pathways to safeguard personnel, property, and operations.

## 1. Purpose

To establish a standardized process for the prompt notification of relevant personnel and authorities in the event of emergencies or critical incidents.

## 2. Scope

This SOP applies to all employees, contractors, and visitors at [Organization/Facility Name] in all operational areas.

## 3. Responsibilities

- **All Employees:** Initiate immediate notification as per this SOP when an emergency or critical incident is identified.
- **Supervisors/Managers:** Ensure staff are familiar with notification procedures and contact lists.
- **Emergency Response Team:** Coordinate response and communication with notified authorities.

## 4. Key Contacts & Notification List

Role/Authority	Name	Contact Number	Email/Other
Emergency Services (Fire, Police, EMS)	[Contact Name]	[Phone Number]	[Email/Other]
Site Manager	[Contact Name]	[Phone Number]	[Email/Other]
Health & Safety Officer	[Contact Name]	[Phone Number]	[Email/Other]
Security Team	[Contact Name]	[Phone Number]	[Email/Other]

## 5. Notification Procedure

1. Immediately assess the situation and ensure your own safety.
2. Initiate notification using the quickest means available (phone, radio, alarm system, etc.).
3. Contact Emergency Services if life-threatening or involving external authorities (**dial [emergency number]**).
4. Notify internal key contacts as per the notification list above.
5. Clearly state:
  - Your name and location
  - Nature and scope of the incident
  - Immediate actions taken
  - Any assistance required
6. Continue to provide updates as new information becomes available.

## 6. Communication Channels

- Direct phone calls
- Two-way radios
- Internal alert systems/alarm panels
- Email or messaging applications if appropriate

## 7. Documentation & Follow-up

1. Record all notifications made, including time, person contacted, and information provided.
2. Complete an incident report as soon as practical.
3. Review notification process effectiveness following the incident.

## 8. Review & Training

- Review this SOP annually or after any major incident.
- Conduct regular drills to ensure familiarity with notification procedures.

## 9. References

- Emergency Preparedness Plan
- Contact List (Appendix A)
- [Other relevant documents or policies here]