**Mutual Aid Agreements**

The following is an agreement between and <Local response agency and/or local business> to assist in an emergency situation by <Action to be taken>.

<Employee name> will be in charge of activating the command as the chain of command.

The following communication procedures should be followed:

* <Procedure>
* <Procedure>
* <Procedure>
* <Procedure>

The following agencies will participate in facility training exercises whenever possible:

* <Agency name>
* <Agency name>
* <Agency name>
* <Agency name>

**Public Information**

The following serves as public information regarding 's business function and the manner in which our company will respond in the event of an emergency.

* <List what facility does>
* <List the hazards facility presents to the community>
* <List company's emergency response programs>
* <List how an on-site emergency can affect the community>
* <List assistance that may be required from the community>
* <List active partnerships with local fire and police authorities or other emergency responders>

**Media Response**

In the event of an emergency, the following is a guide on how will interact with the media in order to protect personnel while also communicating important information.

* <Designated spokesperson>
* <Alternate spokesperson>
* <Briefing area>
* <Security procedures>
* <Information will be considered ready for public release when <Action> has already taken place>.
* <Form of communication>
* <Background information to be shared about >

**Local Emergency Information**

The following designated employees are responsible for maintaining updated contact information for local emergency authorities.

* <Employee name>
* <Employee name>
* <Employee name>

Emergency personnel contact information will be posted in the following conspicuous places:

* <Location>
* <Location>
* <Location>

Emergency information for the local fire, police, ambulance and poison control will be posted.

Employees who wish to serve as corporate emergency responders may sign up with the risk manager. These employees are required to be certified in first aid, CPR and AED use. The following employees are emergency responders:

* <Employee name>
* <Employee name>
* <Employee name>
* <Employee name>
* <Employee name>
* <Employee name>
* <Employee name>
* <Employee name>
* <Employee name>