



Emergency Communication Template for Fitness Centers & Gyms

Use this template to streamline your member alerts, staff communication, and emergency updates during disruptions like power outages, weather events, facility closures, and more.

Emergency Contact Info (Internal Use Only)

Contact Type	Name	Phone Number	Email Address
Gym Owner/Manager			
Assistant Manager			
Front Desk Lead			
Emergency Services	Local Police, EMS	911/ Local Non-Emergency Line	
Building Maintenance			
Utility Company			
Backup Power Vendor			

Emergency Member Alert Scripts

Text Message (SMS)

Use for urgent real-time alerts (140 characters or less).

Example 1 – Facility Closure:

⚠️ Jen's Gym is closed today due to a power outage. Safety first—we'll update you as soon as we reopen.

Example 2 – Severe Weather Alert:

🌩️ Storm warning: Please stay home and stay safe. All classes are canceled today. Check your email for details.



Email Template

Use for non-urgent, detailed communication:

Subject: [URGENT] Temporary Closure & Safety Update from [Your Gym Name]

Body: Dear [Member First Name],

Due to [brief explanation—e.g., local flooding, electrical outage], we are temporarily closing our facility to ensure the safety of all members and staff. We expect to reopen on [Date/Time], and we will notify you with any updates. In the meantime, please stay safe and check your inbox or social media for updates.

Thank you for your patience and trust in [Your Gym Name].

Stay strong,

[Your Name]

Owner, [Your Gym Name]

[Contact Info or Website]

Emergency Communication Checklist

- Notify staff team via group text, phone calls, or chat platform
- Post status update to Social Media
- Send SMS alert to member list
- Email members with estimated reopen time
- Print Signage for front door (if safe to access)
- Update voicemail with closure message
- Document actions taken and time sent