



# Emergency Communication Template for Bakeries

Use this template to keep your team, customers, and vendors informed during unexpected events like power outages, equipment failures, weather events, and more.

## Emergency Contact Info (Internal Use Only)

Contact Type	Name	Phone Number	Email Address
Bakery Owner/Manager			
Assistant Manager			
Head Baker			
Building Management		911/ Local Non-Emergency Line	
Local Emergency Services	Local Police, EMS	911/ Local Non-Emergency Line	
Utility Company (Power)			
Backup Power Vendor			
Key Supplier			
Health Department			

## Emergency Communication Checklist

- Alert all staff via group text or messaging app
- Send staff email with closure details
- Post update to Instagram and Facebook
- Email customers from loyalty/newsletter list
- Notify key vendors and reschedule deliveries
- Update voicemail with closure notice
- Print “Closed” signage for front door
- Send follow-up email when reopening is confirmed

# Emergency Communication Template

## Text Message (SMS) - Team Alert

⚠️ Emergency Alert: [Bakery Name] is closed today due to [reason]. Please do not report to work. Check your email for details.

## Email Template - Internal Staff

Subject Line: URGENT: [Bakery Name] Temporary Closure Instructions

Dear Team,  
Due to [ex: power outage, refrigeration failure, flood], we are temporarily closing the bakery to ensure food safety and staff wellbeing.  
Please do not report to the store until further notice.

Remote admin staff (if applicable) should continue operations as usual.  
We will provide an update by [Time/Date].

Stay safe and thank you for your flexibility,  
[Your Name]  
[Bakery Name]

## Email/Social Media Post - Customer Notice

Subject Line: Temporary Bakery Closure – We'll Be Back Soon!

Dear [Customer Name or Community],

Our kitchen is taking an unexpected break! Due to [brief explanation—e.g., equipment issue, local storm], we'll be temporarily closed through [Date].

We're working quickly to reopen and serve you again. For updates, follow us on [Instagram/Facebook] or sign up for email alerts at [Your Website].

Thank you for your support and patience.

– The [Bakery Name] Team 🍞

## Front Door Sign



Due to [Emergency Type], we are temporarily closed for your safety and ours.

We'll be back soon with fresh pastries and warm bread!

Stay updated: [@YourInstagram or Website]

Questions? [Contact@Bakery.com]

Thank you for your support.

– [Bakery Name] Team

Make closure signs ahead of an incident in preparation.