

Evacuation Plan Instructions

Date: [Insert Date]

To: All Personnel

From: [Your Name/Position]

Dear Team,

In the event of an emergency, it is crucial that all personnel are aware of the evacuation procedures to ensure everyone's safety. Please carefully review the following instructions:

1. Emergency Signal

Upon hearing the emergency signal (e.g. alarm bells, announcement), initiate the evacuation procedures immediately.

2. Evacuation Routes

Follow the designated evacuation routes outlined in the attached floor plan. Do not use elevators.

3. Assembly Points

Once you have evacuated the building, proceed to the nearest assembly point located at [Insert Location].

4. Accountability

Supervisors are responsible for accounting for their team members once at the assembly point. Please ensure all personnel are present.

5. Special Considerations

Please make note of any individuals requiring special assistance and ensure they receive help during evacuations.

For any questions or further clarifications, do not hesitate to contact your supervisor or the safety officer.

Thank you for your attention to this critical matter.

Stay safe,

[Your Name/Position]