

# Emergency Evacuation Procedures

Dear [Tenant's Name],

In light of recent events, we want to ensure the safety and well-being of all residents in our building. Please take a moment to review the following emergency evacuation procedures:

## 1. Stay Calm

It is important to remain calm and collected during an emergency situation. Panic can lead to accidents and confusion.

## 2. Know Your Exits

Familiarize yourself with all the exits in the building, including stairwells and emergency exits. Maps are located in the lobby.

## 3. Evacuation Route

In the event of an evacuation, follow the designated route to the nearest exit. Do not use elevators.

## 4. Gather at the Assembly Point

Once outside, proceed to the designated assembly point at [Location]. Remain there until further instructions are given.

## 5. Assistance Required

If you require assistance or have mobility challenges, please notify the building management in advance.

## 6. Contact Information

For any emergencies, contact [Emergency Contact Number].

Thank you for your attention to these important safety procedures. Your safety is our priority.

Sincerely,

[Your Name]

[Your Position]

[Building Management Name]