

Tenant Safety Guidelines During Emergencies

Dear [Tenant's Name],

As part of our commitment to your safety and well-being, we have prepared the following guidelines to follow during emergencies:

1. Fire Emergencies

- Know the locations of all exits.
- Familiarize yourself with the fire evacuation plan.
- Do not use elevators during a fire.

2. Severe Weather

- Stay informed about weather alerts.
- Seek shelter in an interior room away from windows.
- Follow instructions from local authorities.

3. Earthquakes

- Drop, Cover, and Hold On.
- Stay indoors until shaking stops.
- Avoid doorways; take cover under sturdy furniture.

4. General Safety Tips

- Keep emergency contact information updated.
- Have an emergency kit ready.
- Stay calm and follow directions from authorities.

Thank you for your cooperation in keeping our community safe. If you have any questions or concerns, feel free to reach out.

Sincerely,
[Your Name]
[Your Title]
[Property Management Company]