

# Emergency Evacuation Responsibilities Assignment

Date: [Insert Date]

To: [Insert Recipient's Name]

From: [Insert Sender's Name]

Subject: Assignment of Emergency Evacuation Responsibilities

Dear [Insert Recipient's Name],

As part of our commitment to safety and preparedness, we have outlined the responsibilities for emergency evacuation within our organization. Effective immediately, the following assignments are to be implemented:

## Emergency Evacuation Team Members:

- **Team Leader:** [Name, Contact Information]
- **First Aid Coordinator:** [Name, Contact Information]
- **Evacuation Assistants:** [Names, Contact Information]
- **Communication Officer:** [Name, Contact Information]

## Responsibilities:

1. The Team Leader will be responsible for coordinating the evacuation process and ensuring all personnel are accounted for.
2. The First Aid Coordinator will manage medical emergencies during the evacuation.
3. Evacuation Assistants will help staff and visitors reach safe exits and provide any necessary support.
4. The Communication Officer will maintain contact with emergency services and relay information to the team.

Please take the time to familiarize yourself with your assigned responsibilities and prepare accordingly. Regular drills will be conducted to ensure effectiveness and efficiency during an actual emergency.

If you have any questions or require further clarification, please do not hesitate to reach out.

Sincerely,

[Your Name]  
[Your Position]  
[Your Organization]  
[Contact Information]