

Emergency Evacuation Checklist

Date: [Insert Date]

To: [Insert Recipient Name]

Emergency Evacuation Quick-Reference Checklist

Before Evacuating

- Know the nearest exits and evacuation routes.
- Keep an emergency kit accessible.
- Ensure your mobile phone is charged.
- Review the emergency plan with your household.

During Evacuation

- Stay calm and assist others if possible.
- Follow the designated evacuation route.
- Avoid using elevators.
- Close doors behind you as you exit.

After Evacuating

- Head to the designated assembly area.
- Account for all individuals.
- Report any missing persons to emergency services.
- Do not re-enter the building until cleared by authorities.

Stay safe,

[Your Name]

[Your Job Title]

[Your Contact Information]