

# Corporate Fire Evacuation Protocol

Date: [Insert Date]

To: All Employees

Subject: Fire Evacuation Protocol

Dear Team,

In the interest of maintaining a safe working environment, we would like to remind all employees of our fire evacuation protocols. Please carefully review the following procedures to ensure your safety in the event of a fire emergency:

1. Upon discovering a fire, immediately activate the nearest fire alarm.
2. Alert your immediate supervisor and evacuate the building.
3. Use the nearest safe exit; do not use elevators during a fire evacuation.
4. Proceed to the designated assembly area outside the building.
5. Do not re-enter the building until instructed by emergency personnel.

It is crucial that each employee familiarize themselves with the fire exits and meet our safety contacts at the assembly area.

Regular fire drills will be conducted to ensure everyone understands the procedures. Please take these drills seriously and practice evacuation routes.

If you have any questions or require further clarification regarding our fire evacuation protocol, do not hesitate to reach out to the HR department.

Thank you for your cooperation in keeping our workplace safe.

Sincerely,  
[Your Name]  
[Your Job Title]  
[Company Name]