

Emergency Fire Evacuation Plan

Date: _____

To: All Employees

Dear Team,

In light of ensuring the safety of all staff members, we are implementing a comprehensive Emergency Fire Evacuation Plan. Please familiarize yourself with the following key procedures:

1. Alarm System

Upon hearing the fire alarm, do not ignore it. Assume it is a real emergency.

2. Evacuation Routes

Please note the designated evacuation routes posted in each area. Familiarize yourself with the nearest exits.

3. Assembly Point

Once evacuated, proceed to the designated assembly point located at: _____.

4. Accountability

Supervisors must take roll call at the assembly point to ensure all employees are accounted for.

5. Special Considerations

Employees requiring assistance should identify a buddy who will assist them during an evacuation.

We will conduct a fire drill on _____ to practice these procedures. Your safety is our top priority.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Company Name]
[Contact Information]