

# Event Fire Evacuation Instructions

Date: [Insert Date]

To: [Insert Recipient Name/Title]

Dear [Recipient Name],

In the interest of safety, we will be conducting an event at [Event Location] on [Event Date]. It is important that all attendees are familiar with the fire evacuation procedures to ensure everyone's safety. Please review the following instructions:

## Evacuation Procedures

1. Remain calm and listen for instructions from event staff.
2. Identify the nearest exit from your location.
3. In case of a fire alarm, evacuate immediately using the marked exits.
4. Avoid using elevators; use stairs only.
5. Once outside, proceed to the designated gathering area: [Insert Gathering Area].
6. Do not re-enter the building until cleared by fire officials.

## Important Contacts

- Event Coordinator: [Insert Name] - [Insert Contact Info]
- Emergency Services: Dial 911

Your safety is our priority. Thank you for your attention to these important instructions.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]