

# Fire Drill Evacuation Guidelines

Dear [Employees/Students/Residents],

In preparation for our upcoming fire drill on [Date] at [Time], please familiarize yourself with the following evacuation guidelines:

## Evacuation Procedures

- Remain calm and listen for instructions.
- Evacuate the building immediately using the nearest exit.
- Do not use elevators.
- Close doors behind you to contain the fire if safe to do so.
- Proceed to the designated assembly area located at [Location].

## During the Drill

- Cooperate with fire wardens and emergency personnel.
- Follow all posted exit signs and directions.
- Avoid running or pushing.

## After the Drill

- Stay in the assembly area until a headcount is completed.
- Do not re-enter the building until instructed.

Your safety is our priority, and participating in this drill is essential for all. Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]