

Hospital Fire Emergency Evacuation Plan

Date: [Insert Date]

To: All Staff

Subject: Fire Emergency Evacuation Plan

Dear Staff,

In the event of a fire emergency, it is critical that all employees are familiar with the evacuation procedures to ensure the safety of our patients, staff, and visitors. Please review our Fire Emergency Evacuation Plan as follows:

Evacuation Procedures

1. Remain calm and assess the situation.
2. Activate the nearest fire alarm pull station.
3. Call 911 to report the fire, providing your location and details.
4. Assist patients in immediate danger to evacuate.
5. Follow the designated evacuation routes displayed in each department.
6. Do not use elevators; use stairs only.
7. Gather at the designated assembly area outside the hospital.

Responsibilities

- All staff must participate in fire drills.
- Department heads are responsible for accounting for all team members.
- Security personnel will assist in guiding evacuations.

Regular training and drills will be conducted to ensure readiness. Your cooperation is paramount in keeping our environment safe.

If you have any questions or need further clarification regarding the evacuation plan, please do not hesitate to contact the Safety Officer.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Title]

[Hospital Name]

[Contact Information]