

Evacuation Plan for Charity Fundraiser

Date: [Insert Date]

To: [Recipient Name]

[Recipient Address]

Dear [Recipient Name],

As part of our commitment to safety during the upcoming charity fundraiser event scheduled for [Insert Event Date], we have developed an evacuation plan to ensure the well-being of all participants.

Evacuation Plan Overview

In the event of an emergency, the following procedures will be implemented:

1. Immediate sounding of the alarm will alert everyone in the venue.
2. Event staff will direct attendees to the nearest exit, which is located at [Insert Exit Locations].
3. Designated assembly points will be [Insert Assembly Locations] where further instructions will be given.
4. First aid stations will be available at [Insert Locations].
5. Emergency contact numbers will be provided throughout the venue.

Please ensure that all participants are informed of this plan prior to the event. We appreciate your cooperation in making this fundraiser a safe and successful occasion.

Thank you for your support.

Sincerely,

[Your Name]

[Your Position]

[Organization Name]

[Contact Information]