

# Staff Evacuation Notification

Date: [Insert Date]

To: All Staff

Dear Team,

In light of [insert reason for evacuation, e.g., a fire drill, emergency situation, etc.], we are implementing an immediate evacuation of the premises. Your safety is our top priority, and we ask that you follow the outlined procedures below:

## Evacuation Procedure:

1. Remain calm and proceed to the nearest exit.
2. Do not use elevators; utilize the stairs instead.
3. Gather at the designated assembly point located at [insert location].
4. Ensure that you account for all team members if possible.
5. Wait for further instructions from emergency personnel.

If you require assistance or have special needs, please notify your supervisor immediately.

Thank you for your attention and cooperation.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]