

Hurricane Evacuation Plan Outline

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name/Organization]

Subject: Hurricane Evacuation Plan

1. Introduction

[Brief introduction about the importance of the evacuation plan]

2. Emergency Contacts

- Local Emergency Management Office: [Phone Number]
- Red Cross: [Phone Number]
- Neighboring Shelter: [Location & Phone Number]

3. Evacuation Routes

[Outline primary and alternative routes to safety]

4. Transportation Arrangements

[Details about transportation options for those without vehicles]

5. Safety Preparations

- Emergency kit contents
- House preparation steps

6. Communication Plan

[How to stay in contact with family and friends during evacuation]

7. Return Plan

[Procedure for safely returning home after hurricane passes]

8. Conclusion

[Reinforce the importance of preparedness and following the plan]

Thank you for your attention to this critical matter.

Sincerely,

[Your Name]

[Your Title/Organization]