

# Evacuation Procedures for Event Visitors

Dear Valued Visitors,

We are committed to ensuring your safety during the upcoming event. In the event of an emergency, please adhere to the following evacuation procedures:

## Evacuation Procedures

1. **Maintain Calm:** Please remain calm and listen for announcements.
2. **Know Your Exits:** Familiarize yourself with the nearest emergency exits.
3. **Follow Staff Instructions:** Please follow the directions of event staff and emergency personnel.
4. **Use the Closest Exit:** Exit the building quickly and safely using the nearest designated exit.
5. **Do Not Use Elevators:** Use stairways instead of elevators for your safety.
6. **Gather at Designated Area:** Once outside, proceed to the designated assembly area.
7. **Stay Updated:** Wait for further instructions and do not re-enter the building until directed.

Your safety is our top priority. Thank you for your cooperation.

Sincerely,

[Event Organizer Name]

[Event Name]

[Contact Information]