

Precautionary Site Evacuation Notice

Date: [Insert Date]

To All Personnel,

This notice serves as a precautionary measure requiring the immediate evacuation of [Site/Location Name] due to [reason for evacuation, e.g., inclement weather, potential hazard].

Please adhere to the following instructions:

- Evacuate the premises immediately and do not use elevators.
- Gather at the designated assembly point located at [Assembly Point Location].
- Account for all personnel and report any missing individuals to the designated safety officer.
- Do not re-enter the building until it has been deemed safe by authorized personnel.

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

Sincerely,

[Your Name]

[Your Position]

[Company/Organization Name]

[Contact Information]