

# Apartment Complex Emergency Evacuation Instructions

Dear Residents,

Your safety is our top priority. In the event of an emergency, please follow these evacuation instructions:

## Evacuation Procedure:

1. Remain calm and alert all household members.
2. Locate the nearest exit route as indicated on the evacuation map posted in your hallway.
3. If smoke is present, stay low to the ground and cover your mouth with a cloth.
4. Do not use elevators; always use the stairs.
5. Assist those who may need help, including children, elderly, or disabled individuals.
6. Proceed to the designated assembly area located at [insert location].
7. Do not re-enter the building until it is declared safe by emergency personnel.

## Important Contacts:

- Emergency Services: 911
- Apartment Management Office: [insert phone number]
- Maintenance Emergency Hotline: [insert phone number]

Please familiarize yourself with these instructions and ensure that all family members are aware of the evacuation plan. Your cooperation is crucial for a safe and efficient evacuation.

Stay safe,

The Management Team