

# Community Emergency Evacuation Notification

Date: [Insert Date]

Dear Residents,

We are writing to inform you of an imminent emergency situation that requires immediate action. Due to [insert reason, e.g., inclement weather, hazardous materials], it is necessary to evacuate the area.

## Evacuation Details:

- **Evacuation Date and Time:** [Insert Date and Time]
- **Meeting Point:** [Insert Location]
- **Transportation:** [Details about transportation assistance, if available]

Please ensure you bring essential items such as medications, identification, and necessary personal belongings. Further information on post-evacuation procedures will be provided as soon as possible.

For any questions, please contact [Insert Contact Information].

Stay safe and take care of your neighbors during this critical time.

Sincerely,

[Your Name]

[Your Title]

[Organization/Community Name]