

Residential Emergency Evacuation Plan

Date: [Insert Date]

To: [Insert Resident's Name]

Dear [Resident's Name],

In light of potential emergencies that may require immediate evacuation, we have developed a comprehensive Emergency Evacuation Plan to ensure the safety of all residents. Please take a moment to review the plan outlined below:

Emergency Contacts

- Fire Department: 911
- Police Department: 911
- Emergency Management Office: [Insert Contact Number]

Evacuation Routes

In case of an emergency, please familiarize yourself with the following primary routes:

- Main Exit: [Description of the main exit]
- Secondary Exit: [Description of the secondary exit]

Assembly Point

Once evacuated, please gather at the designated assembly point located at [Insert Location].

Important Instructions

1. Remain calm and quickly exit the building using the nearest exit.
2. Do not use elevators during an evacuation.
3. If possible, assist those who may need help with evacuation, such as children or individuals with disabilities.

For any questions or further details regarding this plan, feel free to reach out.

Stay safe,

[Your Name]

[Your Position]

[Contact Information]