

Emergency Evacuation Instructions for Visitors

Date: [Insert Date]

To: [Insert Visitor's Name]

Dear [Visitor's Name],

Welcome to [University Name]. In the event of an emergency requiring evacuation, please follow the instructions below:

Evacuation Procedures:

1. Remain calm and do not panic.
2. Immediately locate the nearest exit as indicated on the posted evacuation maps.
3. Follow the evacuation route without stopping to collect personal belongings.
4. Assist individuals with disabilities, if safe to do so.
5. Once outside, move to the designated assembly area located at [Designated Location].
6. Do not re-enter the building until it has been declared safe by emergency personnel.

Emergency Contacts:

For further assistance, contact the Campus Security at [Campus Security Phone Number].

Thank you for your attention to this important matter. Stay safe.

Sincerely,

[Your Name]

[Your Position]

[University Name]

[Contact Information]