

# Emergency Evacuation Agreement

**Date:** [Date]

**To:** [Employee's Name]

**Position:** [Employee's Position]

**Company:** [Company Name]

Dear [Employee's Name],

This letter serves as an Emergency Evacuation Agreement between [Company Name] and [Employee's Name]. The safety and well-being of our employees are of utmost importance, and it is essential that all staff are aware of and understand the emergency evacuation procedures established by the company.

## Emergency Evacuation Procedures:

1. Know the nearest exit routes and assembly points.
2. Participate in regular evacuation drills.
3. Report any emergencies or hazards to management immediately.
4. Assist any individuals who may require help during an evacuation.

## Agreement Acknowledgment:

By signing below, you acknowledge that you have read and understood the emergency evacuation procedures and agree to comply with them.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Manager Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Thank you for your commitment to safety.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]