

Emergency Evacuation Protocol Notification

Date: [Insert Date]

To: [Insert Recipient's Name]

From: [Insert Sender's Name]

Subject: Emergency Evacuation Protocol Notification

Dear [Recipient's Name],

This letter serves to inform you of the emergency evacuation protocol that has been established for [Insert Location/Organization Name]. Your safety is our priority, and it is crucial that you familiarize yourself with the following procedures:

Evacuation Procedures

1. Upon hearing the evacuation alarm, cease all activities immediately.
2. Proceed calmly to the nearest exit. Do not use elevators.
3. Assist individuals who may need help.
4. Gather at the designated assembly area located at [Insert Assembly Area].
5. Wait for further instructions from emergency personnel.

Emergency Contacts

In case of an emergency, please contact the following:

- Emergency Services: [Insert Number]
- Building Security: [Insert Number]
- Emergency Coordinator: [Insert Name & Number]

We appreciate your cooperation and commitment to maintaining a safe environment. Please take a moment to review these procedures and keep this information accessible.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]