

Emergency Exit Advisory

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]
[Your Position]
[Hospital Name]

Dear [Recipient's Name],

In light of recent events, we are emphasizing the importance of emergency exit procedures. Please familiarize yourself with the emergency exits located throughout the hospital. The following guidelines are recommended:

- Know your nearest emergency exit and plan your route.
- Follow illuminated exit signs and instructions from staff during an emergency.
- Ensure that exits are clear of obstructions and easily accessible.
- Participate in emergency drill exercises to practice your exit response.

If you have any questions or require additional information, please do not hesitate to contact the Safety Officer at [Contact Information].

Stay safe,

[Your Name]
[Your Position]
[Hospital Name]