

Emergency Exit Guidelines for Public Events

Dear Attendees,

We are committed to ensuring your safety during our event. Please take a moment to review the emergency exit guidelines outlined below:

Emergency Exits

- All emergency exits are clearly marked and accessible. Please familiarize yourself with their locations upon arrival.
- In case of an emergency, do not use elevators. Use the nearest stairway to exit the building.

Evacuation Procedures

In the event of an emergency, please follow these steps:

1. Remain calm and listen for announcements or instructions from staff.
2. Proceed to the nearest emergency exit in an orderly manner.
3. Assist others who may need help, if you are able to do so safely.
4. Once outside, move away from the building to a safe location.

Contact Information

If you have any questions or require assistance, please contact event staff or security personnel on site.

Thank you for your cooperation and attention to these important guidelines.

Sincerely,
The Event Coordination Team