

Emergency Exit Overview

Dear Community Center Staff and Visitors,

This letter serves to provide an overview of the emergency exit procedures and locations within our community center.

Emergency Exits

- Main Entrance - Located at the front of the building, accessible for all visitors.
- Side Exit - Located on the left side of the building, only accessible via the hallway.
- Back Exit - Located at the rear, used primarily by staff during emergencies.

Emergency Procedures

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

1. Remain calm and listen for announcements.
2. Evacuate immediately through the nearest exit.
3. Do not use elevators during an emergency.
4. Proceed to the designated assembly area outside the building.

Contact Information

If you have any questions or concerns regarding our emergency procedures, please contact:

Community Center Manager

Phone: (123) 456-7890

Email: manager@communitycenter.org

Thank you for your attention to these important safety procedures.

Sincerely,

The Community Center Team