

Emergency Evacuation Plan

To all employees,

This letter serves to inform you about our Emergency Evacuation Plan in the event of an emergency situation. Your safety is our priority, and we urge everyone to familiarize themselves with the procedures outlined below:

Evacuation Procedures

1. In case of an emergency, remain calm and follow the evacuation routes posted throughout the office.
2. Do not use elevators; utilize stairwells to exit the building.
3. Gather at the designated assembly point, located at [Insert Location].
4. Department heads are responsible for conducting a headcount to ensure everyone is accounted for.
5. Wait for clearance from emergency personnel before re-entering the building.

Emergency Contacts

For any emergencies, please contact:

- Building Security: [Insert Phone Number]
- Emergency Services: 911
- Your Supervisor: [Insert Name and Phone Number]

Training and Drills

Regular emergency evacuation drills will be held quarterly. Participation is mandatory to ensure everyone is familiar with the procedures.

Thank you for your attention to this important matter. Stay safe!

Sincerely,

[Your Name]

[Your Title]

[Company Name]