

Emergency Evacuation Plan Notification

Date: [Insert Date]

To: All Staff Members

From: [Name/Title of the Authorizing Person]

Subject: Emergency Evacuation Plan Procedures

Dear Staff,

As part of our commitment to ensuring the safety and well-being of our patients, staff, and visitors, we are implementing an Emergency Evacuation Plan. This plan will guide us in the event of an emergency that necessitates evacuation.

Emergency Evacuation Procedures:

1. Remain calm and assess the situation.
2. Follow the established evacuation routes as indicated on the emergency maps posted throughout the hospital.
3. Assist patients in evacuating, prioritizing those with mobility challenges.
4. Do not use elevators during an evacuation.
5. Gather at the designated assembly points for roll call.

Training and Drills:

Regular training sessions and evacuation drills will be conducted to ensure all staff members are familiar with these procedures. Your participation is crucial.

Contact Information:

If you have any questions or suggestions regarding our emergency evacuation plan, please contact [Emergency Coordinator Name] at [Contact Information].

Thank you for your cooperation in keeping our hospital environment safe.

Sincerely,

[Your Name]

[Your Title]

[Hospital Name]