

Emergency Evacuation Plan

Date: [Insert Date]

Dear Residents,

In light of ensuring the safety and well-being of all residents in our complex, we are implementing an Emergency Evacuation Plan. Please read the following instructions carefully:

Evacuation Routes

- Primary Exit: [Insert primary exit location]
- Secondary Exit: [Insert secondary exit location]
- Stairwells: Use the nearest stairwell in case of an emergency.

Assembly Points

After evacuating, please proceed to the following assembly point:

[Insert assembly point location]

Emergency Contacts

For emergencies, please contact:

- Building Management: [Insert phone number]
- Emergency Services: Dial 911

Important Reminders

Please keep this letter in a visible place and familiarize yourself with the evacuation routes and assembly points. Regular drills will be held to ensure everyone is prepared.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Residential Complex Name]