

Contractor Evacuation Procedures

Date: [Insert Date]

To: [Contractor Name]

From: [Your Company Name]

Subject: Evacuation Procedures

Dear [Contractor Name],

In the event of an emergency requiring evacuation, please follow the procedures outlined below:

Evacuation Procedures

1. Stay calm and listen for instructions.
2. Cease all activities immediately.
3. Gather personal belongings only if it is safe to do so.
4. Proceed to the nearest exit as indicated on the evacuation map located throughout the site.
5. Do not use elevators during an evacuation.
6. Once outside, proceed to the designated assembly area located at [Insert Assembly Area].
7. Report to your designated supervisor or safety officer for roll call.
8. Do not re-enter the building until instructed to do so by emergency personnel.

It is essential that all contractors familiarize themselves with these procedures. Training sessions will be conducted on [Insert Date & Time].

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Contact Information]