

Fire Safety Procedures for Residential Buildings

Date: [Insert Date]

To: All Residents

Dear Residents,

As part of our commitment to ensuring your safety and the safety of our community, we would like to remind you of the fire safety procedures that must be followed in our residential building.

1. General Fire Safety Tips

- Keep all exits and hallways clear of obstructions.
- Do not block or disable smoke alarms or fire alarms.
- Avoid using candles or open flames in common areas.
- Store flammable materials safely and away from heat sources.

2. In Case of Fire

- Activate the fire alarm immediately if you discover a fire.
- Evacuate the building without hesitation, using the nearest exit.
- Do not use elevators during a fire evacuation.
- Gather at the designated assembly point outside the building.

3. Emergency Contacts

In case of an emergency, please dial 911. For building management, contact [Insert Contact Information].

Your cooperation in following these procedures is essential for everyone's safety. Thank you for your attention to this critical matter.

Sincerely,

[Your Name]

[Your Position]

[Building Management / Association Name]