

Emergency Evacuation Briefing

Date: [Insert Date]

To: All Guests

Dear Esteemed Guests,

In light of our commitment to your safety and well-being, we wish to provide you with essential information regarding emergency evacuation procedures at [Hotel/Resort Name].

Evacuation Routes:

Please familiarize yourself with the nearest emergency exits. Maps are available in your rooms and throughout the hotel.

Emergency Assembly Points:

In case of an evacuation, please proceed to the designated assembly points located [insert locations].

Emergency Contacts:

For any inquiries or assistance, please contact the front desk at [insert phone number].

Important Reminders:

- Do not use elevators during an evacuation.
- Remain calm and follow staff instructions.
- Help each other, especially those with mobility challenges.

Your cooperation is vital in ensuring everyone's safety. Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Position]

[Hotel/Resort Name]