Emergency Evacuation Checklist

Date: [Insert Date]

To: All Staff

From: [Your Department/Header]

Subject: Emergency Evacuation Procedure Checklist

Introduction

This checklist is to ensure a safe and orderly evacuation of the facility in case of an emergency.

Emergency Evacuation Checklist

- Activate alarm system - ensure alarms are functional.
- Initiate evacuation signal and announcement.
- Designate evacuation leaders and their responsibilities.
- Identify exits and evacuation routes clearly.
- Check for individuals with disabilities and provide assistance.
- Gather at designated assembly point - ensure headcount.
- Do not use elevators during evacuation.
- Secure important documents and personal belongings if safe to do so.
- Close doors behind you to contain fire spread.
- Remain calm and assist others as needed.

Post-Evacuation Procedures

Once at the assembly point, report to your designated evacuation leader and wait for further instructions.

Contact Information

For any questions or clarifications, please contact: [Emergency Coordinator Name, Phone Number, Email]

Thank you for your cooperation.