

Emergency Evacuation Notice

Date: [Insert Date]

To: All Attendees

Dear Attendees,

We hope you enjoy your time at [Event Name]. The safety of our guests is our top priority. In the event of an emergency, please adhere to the following evacuation procedures:

Evacuation Procedures

1. Remain calm and listen for announcements.
2. Locate the nearest exit signs. They are marked clearly.
3. Follow the directions of event staff and emergency personnel.
4. Proceed to the designated assembly area located at [Insert Location].
5. Do not return until it is declared safe by authorities.

Emergency Contact Information

For immediate assistance, please contact:

Event Security: [Insert Phone Number]

Local Emergency Services: Dial 911

Thank you for your cooperation. Your safety is our utmost concern.

Sincerely,

[Your Organization Name]

[Your Contact Information]