

Emergency Evacuation Guidelines

Date: [Insert Date]

To: All Employees

From: Management

Subject: Emergency Evacuation Procedures

Dear Employees,

In the event of an emergency, it is vital that everyone follows the established evacuation procedures to ensure safety. Please review the guidelines below:

Evacuation Procedures

- Remain calm and stop all activities immediately.
- Follow the designated evacuation routes posted throughout the building.
- Do not use elevators; use stairs instead.
- Assist those who may need help, including individuals with disabilities.
- Once outside, proceed to the assembly area identified in the emergency plan.
- Do not re-enter the building until instructed to do so by emergency personnel.

Emergency Contacts

In case of an emergency, contact the following personnel:

- Emergency Coordinator: [Name] - [Phone Number]
- Building Security: [Phone Number]
- Local Emergency Services: [911 or Local Number]

It is important to familiarize yourself with these guidelines and participate in regular evacuation drills. Your safety is our priority.

Thank you for your attention to this critical matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]