

# Emergency Evacuation Notice

Date: [Insert Date]

To: All Staff, Patients, and Visitors

From: [Insert Hospital Name] Administration

Subject: Urgent Emergency Evacuation Notice

Dear All,

This is an urgent notice for the immediate evacuation of [Insert Hospital Name] due to [Insert Reason, e.g., fire, gas leak, natural disaster, etc.]. Your safety is our utmost priority.

Please adhere to the following instructions:

- Remain calm and assist patients in your care.
- Follow the nearest exit signs to evacuate the building.
- Do not use elevators; use the stairwells instead.
- Gather at the designated assembly point located at [Insert Location].
- Do not attempt to retrieve personal belongings.
- Report any missing persons to emergency personnel at the assembly point.

Stay tuned for further instructions via the hospital's emergency notification system. Your cooperation is essential in ensuring everyone's safety.

Thank you for your prompt attention to this urgent matter.

Sincerely,

[Insert Name]

[Insert Title]

[Insert Contact Information]