

# Emergency Evacuation Procedures Acknowledgment

This document acknowledges that the undersigned has received, read, and understood the Emergency Evacuation Procedures provided by the organization. The purpose of these procedures is to ensure the safety and orderly evacuation of all personnel in the event of an emergency.

## Evacuation Procedures Summary

- Listen for evacuation alarms or official instructions.
- Immediately stop all work activities.
- Leave your belongings behind.
- Proceed calmly to the nearest safe exit.
- Do not use elevators during an evacuation.
- Follow designated evacuation routes.
- Assemble at the designated meeting area outside the building.
- Notify emergency personnel if anyone is missing or requires assistance.
- Do not re-enter the building until directed by authorities.

## Acknowledgment

I acknowledge receipt of the Emergency Evacuation Procedures and agree to abide by all instructions and guidelines as outlined above. I understand the importance of remaining calm, following instructions, and prioritizing the safety of myself and others.

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Name:

Signature:

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Date: