

SAMPLE TEXT

FOR SAFETY BRIEFING

Sir/Madam

In the event of an emergency, it is crucial to comply to the following safety steps and actions. Currently, you are located in (name of the room/room number). Please take note of the (number of emergency exits) emergency exit doors situated at (door locations).

In case of an emergency or upon hearing the emergency bell, we kindly request that you remain calm and refrain from panicking. Prioritize your safety by leaving your belongings behind and proceeding in an orderly manner towards the emergency assembly point located at (location of assembly point). For your safety, please use the stairs; using elevators during emergencies or fires is strictly prohibited.

If you have any chronic illnesses or require assistance, please inform the secretariat immediately. We appreciate your cooperation.

Please await further instructions and announcements from the secretariat. Thank you for your attention to these safety guidelines.

Thank you.