



RESOURCE LIBRARY – GUEST RELATIONS
Sample Letter – Emergency Drill

CODE: 03.07.023

EDITION: 1

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Dear Guest,

Please be informed that we will be conducting an emergency evacuation drill as part of our continuous effort to provide a safe and secure environment for all to live in.

**EMERGENCY EVACUATION DRILL
SATURDAY, DECEMBER 9 AT 12 NOON**

This exercise is for hotel employees only and you, our guest, are not asked to participate.

Please do not be alarmed when you see employees leave their place of work and we ask your kind understanding if service is slightly disrupted. The exercise will not take more than 20 minutes.

We sincerely apologize and thank you for your kind cooperation.

In the meantime, should you require any assistance, please contact our Guest Relation Officers at ext. 616 / 617

Wishing you a pleasant stay,

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Rooms Division Manager