

# Updated Emergency Evacuation Procedures

Dear Staff and Students,

We are writing to inform you of the updated emergency evacuation procedures that will take effect immediately. Your safety is our top priority, and these updates are designed to ensure a safe and efficient evacuation in case of an emergency.

## Key Changes:

- Evacuation routes have been revised. Please refer to the new maps posted around the building.
- New assembly points have been designated. Make sure to familiarize yourself with these locations.
- Emergency contact information has been updated. Review the attached document for the latest contacts.

We will be conducting a drill next week to practice the new procedures. Attendance is mandatory, and further details will be shared soon.

Thank you for your attention and cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]