

Evacuation Plan for [Team Name]

Date: [Insert Date]

Dear [Team Name] Members,

In the event of an emergency during practice or games, the following evacuation plan will be implemented to ensure the safety of all athletes, coaches, and staff:

Emergency Contacts:

- Head Coach: [Name] - [Phone Number]
- Assistant Coach: [Name] - [Phone Number]
- Team Manager: [Name] - [Phone Number]

Evacuation Routes:

Please familiarize yourself with the emergency exits located at the facility:

1. Main Exit - [Description]
2. Side Exit - [Description]
3. Back Exit - [Description]

Assembly Point:

All team members should gather at [Location] after evacuation. Attendance will be taken to ensure everyone's safety.

Safety Instructions:

- Remain calm and listen to the instructions from coaches.
- Do not use elevators during evacuation.
- Assist those who may need help evacuating.

Thank you for your cooperation and attention to this important matter. Your safety is our top priority.

Sincerely,

[Coach/Administrator Name]

[Title]

[Contact Information]