

Evacuation Procedures for School Events

Dear Parents and Guardians,

We would like to inform you about the evacuation procedures that will be in place during school events. The safety of our students is our top priority, and we have developed a comprehensive plan to ensure their well-being.

Evacuation Procedures:

1. In the event of an emergency, the signal to evacuate will be communicated via loudspeaker and staff will guide students to designated exits.
2. Students will proceed to the nearest exit calmly and quickly, following their teachers' directions.
3. All participants will gather at the designated assembly area outside the building, where attendance will be taken.
4. Emergency personnel will be notified and will take over further actions as necessary.

Your Role:

As parents and guardians, we ask that you:

- Remain calm and follow any instructions provided by school staff.
- Do not enter the building until it has been declared safe by authorities.
- Wait at the designated assembly area until all students are accounted for.

Thank you for your cooperation and support in ensuring the safety of our school community.

Sincerely,

[Your Name]

[Your Position]

[School Name]

[Contact Information]