

# Lockdown Procedures Notification

Date: [Insert Date]

To: All Staff

From: [Your Name]

Position: [Your Position]

Facility Management

## **Subject: Lockdown Procedures for [Facility Name]**

Dear Team,

In light of recent incidents and as part of our commitment to ensuring the safety and security of all personnel, we are implementing a lockdown procedure for our facility. This procedure aims to ensure everyone's safety during a threatening situation.

### **Lockdown Procedures:**

1. Remain calm and act quickly.
2. Secure your immediate area by locking doors and windows.
3. Turn off lights and remain silent.
4. Do not leave your location until instructed by emergency personnel.
5. Follow all directions from authorities once the lockdown is lifted.

Please familiarize yourself with these procedures and feel free to reach out to your supervisor or facility management with any questions or concerns.

Your safety is our utmost priority.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

Facility Management, [Facility Name]