

# School Emergency Evacuation Protocol

Date: [Insert Date]

To: All Students, Parents, and Staff

Dear [School Name] Community,

In light of our commitment to safety, we are implementing an Emergency Evacuation Protocol that outlines the steps to be taken during an emergency situation. Please review the following information carefully:

## Evacuation Procedures:

1. When an alarm sounds, all students and staff must stop what they are doing and prepare to evacuate.
2. Follow your designated evacuation route as indicated on the maps posted in each classroom.
3. Stay calm and proceed in an orderly fashion to the nearest safe exit.
4. Once outside, gather in the designated assembly area [Insert Location]. Do not re-enter the building until instructed by authorized personnel.

## Communication:

In case of an emergency, updates will be provided via the school's official communication channels, including emails and text alerts.

## Emergency Contacts:

For any questions or concerns, please contact the school administration at [Insert Phone Number] or [Insert Email Address].

Thank you for your cooperation and commitment to safety.

Sincerely,

[Your Name]

[Your Position]

[School Name]