

Emergency Evacuation Drill Safety Guidelines

Date: [Insert Date]

To: All Staff and Students

From: [Insert Your Name/Title]

Dear Staff and Students,

As part of our commitment to ensuring the safety of everyone on campus, we will be conducting an Emergency Evacuation Drill on [Insert Date & Time]. Please familiarize yourself with the following safety guidelines to ensure the drill runs smoothly:

Safety Guidelines

- Know your nearest exit and the evacuation route. Maps are posted throughout the building.
- When the alarm sounds, stop all activities and proceed to the nearest exit immediately.
- Do not use elevators during the evacuation.
- Assist individuals with disabilities as necessary during the evacuation.
- Gather at the designated assembly point outside the building and remain there until instructed otherwise.
- Do not re-enter the building until it has been deemed safe by emergency personnel.

Your cooperation is crucial in making this drill effective. Thank you for your attention to these guidelines.

Sincerely,
[Your Name]
[Your Title]
[Your Contact Information]