

# Urgent Communication: Emergency Evacuation Protocol

Dear Parents and Guardians,

We hope this message finds you well. We are writing to inform you of an emergency evacuation procedure that has been implemented at [University Name] due to [brief description of the emergency, e.g., a fire, severe weather, etc.]. Your child's safety is our utmost priority.

In the event of an evacuation, please take note of the following:

- **Evacuation Routes:** Students should follow designated evacuation routes as outlined in the campus safety plan.
- **Assembly Point:** All students will gather at [specific location] for headcount and further instructions.
- **Communication:** Updates will be provided through [method of communication, e.g., text alerts, email], so please ensure your contact information is current.

Please discuss these protocols with your child to ensure they are aware and prepared. We appreciate your cooperation and understanding during this time.

For further questions or concerns, do not hesitate to contact us at [contact information].

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Position]

[University Name]

[University Contact Information]