

Emergency Evacuation Reminder

Date: [Insert Date]

Dear [Recipient's Name],

This is a reminder regarding the emergency evacuation procedures that must be followed during all on-campus events. The safety of our students, staff, and guests is our top priority.

Key Points to Remember:

- Familiarize yourself with the nearest exit routes.
- In the event of an emergency, remain calm and proceed to the nearest exit.
- Do not use elevators during an evacuation.
- Gather at the predetermined assembly point: [Assembly Point Location].
- Please assist anyone who may need help, especially individuals with disabilities.

We appreciate your cooperation in ensuring a safe environment for everyone during our events. For any questions or further information, please contact [Emergency Contact Information].

Stay safe,

[Your Name]

[Your Title]

[University Name]