

Emergency Exit Information

Date: [Insert Date]

To: [Insert Recipient Name]

From: [Insert Sender Name]

Subject: Emergency Exit Information

Dear [Insert Recipient Name],

In the interest of ensuring the safety and well-being of our students and staff, we are providing you with important information regarding emergency exit procedures within the school.

Emergency Exits

- **Main Entrance:** Located at the front of the school.
- **Side Exit:** Accessible from the cafeteria and classrooms.
- **Back Exit:** Near the gymnasium, leads to the playground area.

Emergency Procedures

In case of an emergency, please follow these steps:

1. Remain Calm.
2. Listen for announcements from school officials.
3. Evacuate the building using the nearest exit.
4. Do not use elevators.
5. Proceed to the designated safe area: [Insert Safe Area Location].

We encourage all students and staff to familiarize themselves with all available emergency exits and the procedures outlined above. Your safety is our top priority.

If you have any questions or need further information, please do not hesitate to contact the school administration.

Sincerely,

[Insert Sender Name]

[Insert Sender Title]

[Insert School Name]