

Emergency Facility Lockdown Announcement

Date: [Insert Date]

To: All Staff, Students, and Visitors

Dear All,

We are writing to inform you that due to a current emergency situation, our facility will be placed on lockdown beginning immediately. The safety and security of our community is our top priority.

During this lockdown:

- Please remain in your current location and secure all doors and windows.
- Do not leave the building until you receive an official announcement that the situation has been resolved.
- Stay away from windows and blinds, and turn off any lights.
- If you are outside the building, seek shelter in the nearest secure location.
- Keep your cell phones handy for updates, but avoid making non-essential calls.

Emergency services have been notified and are responding to the situation. We will continue to provide updates as more information becomes available.

Thank you for your cooperation and understanding.

Sincerely,

[Your Name]

[Your Title]

[Facility Name]