

# Inquiry Regarding School Emergency Response Plan

Date: [Insert Date]

[Recipient's Name]

[School's Name]

[School's Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about the emergency response plan currently in place at [School's Name]. As a concerned parent/guardian, I believe it is essential to understand the procedures and protocols that are implemented to ensure the safety of our students in the event of an emergency.

Could you please provide me with detailed information regarding:

- The types of emergencies covered by the response plan
- Training and drills conducted for staff and students
- Communication plans with parents during an emergency
- Resources and support available for students after an incident

Thank you for your attention to this important matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Contact Information]