

# Classroom Emergency Procedures

Dear Staff,

In the event of an emergency, it is critical to follow the outlined procedures to ensure the safety of our students and staff. Please familiarize yourself with the following steps:

## 1. Evacuation Procedures

- Remain calm and instruct students to line up quietly.
- Take your emergency kit and class roster.
- Exit the classroom and proceed to the designated assembly area.
- Account for all students upon arrival at the assembly area.

## 2. Lockdown Procedures

- Lock the classroom door immediately.
- Turn off lights and ensure windows are locked.
- Have students remain quiet and out of sight.
- Do not open the door until cleared by law enforcement or designated authorities.

## 3. Medical Emergency Procedures

- Call for help immediately and provide details of the situation.
- Stay with the injured or ill student until help arrives.
- Do not administer any treatment unless you are trained to do so.

Please take the time to review these procedures and ensure that you know your roles during an emergency. Regular drills will be conducted to practice these protocols.

Thank you for your attention and commitment to the safety of our school community.

Sincerely,

[Your Name]

[Your Position]

[School Name]