

Emergency Evacuation Instructions

Date: [Insert Date]

Dear Students and Staff,

In the event of an emergency requiring evacuation, please follow these instructions:

- Remain calm and listen for instructions from school authorities.
- Gather personal belongings only if it is safe to do so.
- Leave the building quickly and quietly through the nearest exit.
- Proceed to the designated assembly area located at [Insert Location].
- Do not use elevators during the evacuation.
- Once at the assembly area, check in with your teacher or supervisor.
- Wait for further instructions from emergency personnel.
- Do not return to the building until it has been declared safe.

If you have any questions or concerns, please feel free to contact the school office.

Stay safe,

[Insert School Name]