

Emergency Safety Protocols for Board Sessions

Date: [Insert Date]

To: [Board Member Names/Committee]

Dear Board Members,

In light of potential emergencies that may arise during our board sessions, we have established the following safety protocols to ensure the well-being of all participants:

1. **Emergency Exits:** Familiarize yourself with the locations of all emergency exits in the meeting venue.
2. **Emergency Contacts:** Designate a point of contact for emergencies and keep their contact information readily available.
3. **Safety Drills:** Participate in scheduled safety drills to understand our emergency response plan.
4. **Meeting Procedure:** In the event of an emergency, follow the pre-established communication procedures for relocation or evacuation.
5. **Emergency Kits:** Ensure that the emergency safety kits are stocked and accessible during all meetings.

Thank you for your attention to these important protocols. Your safety is our top priority.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]