

TO: Building Occupants  
FROM: Safety Committee  
SUBJECT: Fire Drill on \_\_\_\_\_

The Safety Committee in cooperation with Public Safety and Occupational Health and Safety has coordinated a fire drill on \_\_\_\_\_ at \_\_\_\_\_. The purpose of the drill is to practice exiting the building “in a simulated emergency situation” so that if an emergency arises in the future, panic will be minimized and you will know how to respond.

There are a few points you should remember for the drill:

1. Everyone must exit the building immediately when the alarm sounds. If possible, and you can do so without placing yourself at risk;
  - (a) Gather your keys, purse, and coat as you leave the area.
  - (b) Shut any open windows and close each door that you go through.
  - (c) Inform others of the need to leave.
2. In the event of a true emergency, administrators and persons with information about the cause and special needs shall proceed to the Public Safety vehicle with the rotating green light and wait for emergency responders.
3. All others must exit to a distance of 200 feet from the building to allow the safe arrival of emergency response vehicles.

When true emergencies occur, evacuation may be required for several minutes to several hours before the incident is resolved and the building is safe to reoccupy. Practicing these procedures should help you remember to carry your vehicle keys with you so you will be prepared when an emergency occurs.

Thank you for your cooperation and participation.