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EMAIL SUBJECT: Announcing Winter Safety Awareness Initiative

Dear [School Staff],

The safety of our students, staff, and visitors while they are on school grounds, inside and outside, is always important, no matter what time of year. However, the winter months add another layer of danger as snow, ice, and water often create hazardous conditions for people walking around our property. So, we’re adding another layer of protection with a winter safety awareness initiative.

Injuries from slips, trips, and falls send more than 9 million people to the hospital every year. If students are injured, their learning is disrupted. If a teacher is injured, the whole classroom is disrupted and it becomes costly as substitute teachers must be hired. But there are things we can do daily to make our school a safe environment for everyone.

Attached to this email is a “Smart Steps” poster that serves as the foundation of the safety tips we are looking to communicate. We ask that you post this in your classroom and share this information with your students. The key takeaways are **be aware** of your surroundings, **avoid unsafe walkways**, and **report any and all hazards** to the school so they can be fixed.

We encourage you to visit <https://www.emcinsurance.com/smartsteps> for more safety information and resources including videos, tips, solutions, and checklists.

If you encounter a hazardous condition inside or outside on our school grounds, report it right away to:

[First and Last Name

Phone Number

Email Address]

Thank you for helping to keep our students, visitors, and one another safe throughout the year.

[Name]