

Club Emergency Preparedness Drill Schedule

Date: [Insert Date]

To: [Club Members/Participants]

Dear Members,

We are pleased to announce the schedule for our upcoming Emergency Preparedness Drill. This drill aims to ensure that all members are equipped with the necessary skills and knowledge to respond effectively in case of an emergency.

Drill Schedule

Date	Time	Location	Activity
[Insert Date]	[Insert Time]	[Insert Location]	Introduction and Safety Briefing
[Insert Date]	[Insert Time]	[Insert Location]	Fire Evacuation Drill
[Insert Date]	[Insert Time]	[Insert Location]	First Aid Training Session

Please make every effort to attend and participate in these important drills. Your safety, as well as that of our community, is our top priority.

Thank you for your cooperation.

Sincerely,
[Your Name]
[Your Title]
[Club Name]