

Comprehensive Emergency Evacuation Training Schedule

Dear Team,

We are pleased to announce the schedule for our upcoming Comprehensive Emergency Evacuation Training. Please find the details below:

Training Schedule

Date	Time	Location	Trainer
January 15, 2024	10:00 AM - 12:00 PM	Main Conference Room	John Doe
January 17, 2024	2:00 PM - 4:00 PM	Outdoor Training Area	Jane Smith
January 20, 2024	1:00 PM - 3:00 PM	Main Conference Room	Mark Johnson

Important Notes

- Please arrive 15 minutes early to ensure a prompt start.
- Dress appropriately for physical activity.
- Bring any necessary personal items (e.g., water, medications).

We look forward to your participation in this essential training.

Best regards,

Your Safety Committee