

# Dear [Staff Name],

We are pleased to announce an upcoming training program for all school staff on emergency procedures. This session is crucial in ensuring the safety and preparedness of our school community.

## Training Program Details:

- **Date:** [Insert Date]
- **Time:** [Insert Time]
- **Location:** [Insert Location]
- **Duration:** [Insert Duration]

## Agenda:

1. Introduction to Emergency Procedures
2. Evacuation Protocols
3. First Aid Training
4. Emergency Contact Procedures
5. Q&A Session

Your participation is essential to help us create a safe environment for our students and staff. Please RSVP by [Insert RSVP Deadline].

Thank you for your commitment to our school's safety.

Sincerely,

[Your Name]  
[Your Position]  
[School Name]