

Important Announcement: Safety Drill

Dear Students,

We are conducting a school safety drill on **Date** at **Time**. This drill is an essential part of our commitment to ensuring your safety in case of an emergency.

Drill Details:

- **Type of Drill:** Fire Drill
- **Duration:** Approximately 30 minutes
- **Location:** Main parking lot

Please remain calm and follow the instruction of your teachers during the drill. We appreciate your cooperation in keeping our school safe.

Thank you,

Your School Administration