

Dear Guardians,

We hope this message finds you well. As part of our commitment to maintaining a safe and secure environment for our students, we will be conducting a safety drill on **[Date]** at **[Time]**.

Purpose of the Drill

The primary purpose of this drill is to ensure that students and staff are familiar with emergency procedures and can respond effectively in the event of an emergency.

Drill Procedures

1. At the sound of the alarm, students will remain calm and follow their teacher's instructions.
2. Students will exit the classroom in an orderly fashion and proceed to the designated assembly area.
3. Teachers will take attendance to ensure all students are accounted for.
4. Once in the assembly area, please remain with your class until further instructions are given.

Parent Notification

We encourage parents to talk with their children about the drill to reduce any anxiety. Please reassure them that this is a routine procedure to help keep everyone safe.

Contact Information

If you have any questions or concerns regarding the safety drill, please feel free to contact the school office at **[School Phone Number]** or email us at **[School Email]**.

Thank you for your cooperation and support in ensuring a safe learning environment for our students.

Sincerely,

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