

School Safety Drill Schedule Notification

Dear Teachers,

We would like to inform you of the upcoming safety drills scheduled for this semester. Please find the details below:

Safety Drill Schedule

Date	Time	Type of Drill
March 15, 2024	10:00 AM	Fire Drill
April 12, 2024	1:30 PM	Lockdown Drill
May 20, 2024	9:15 AM	Earthquake Drill

We appreciate your cooperation in helping ensure the safety and preparedness of our students and staff during these drills.

Thank you for your attention.

Sincerely,
[Your Name]
[Your Position]
[School Name]