

# Lockdown Drill Guidelines for Faculty

Date: [Insert Date]

To: All Faculty Members

From: [Insert Administrator's Name]

Dear Faculty Members,

As part of our commitment to ensuring a safe and prepared environment for our students and staff, we will be conducting a lockdown drill on [Insert Date and Time]. Please review the following guidelines to ensure a smooth and effective drill:

## Lockdown Drill Procedures

1. Upon receiving the lockdown signal, immediately secure your classroom by locking the door and closing windows.
2. Turn off all lights and ensure students remain quiet and out of sight.
3. Refrain from using cell phones or other devices to maintain communication silence.
4. Account for all students in your classroom and have them stay in their assigned spots.
5. Wait until you receive an official "all clear" signal before reopening the door.

## Additional Information

Please discuss these procedures with your students before the drill to ensure they understand the importance of following instructions. Your cooperation is vital to the success of this drill.

If you have any questions or concerns, please do not hesitate to reach out to me directly.

Thank you for your attention and commitment to safety.

Sincerely,

[Insert Administrator's Name]

[Insert Title]

[Insert School/Institution Name]