

Lockdown Drill Instructions

Dear Staff,

This letter serves to inform you about the upcoming lockdown drill scheduled for [Date] at [Time]. It is imperative that all staff are familiar with the procedures to ensure the safety of our students and each other.

Lockdown Procedures:

1. Upon hearing the lockdown announcement, immediately secure your classroom door.
2. Turn off all lights and ensure windows and doors are covered.
3. Instruct students to remain quiet and stay away from windows and doors.
4. Do not leave your classroom until instructed by emergency personnel.
5. Account for all students and report any missing individuals via the designated communication method.

Important Reminders:

- Review your classroom emergency supplies.
- Ensure all students understand the procedure.
- Practice calm and assertive communication with students.

Thank you for your cooperation and commitment to safety. If you have any questions, please do not hesitate to reach out.

Sincerely,

[Your Name]

[Your Position]