

# Dear Parents and Guardians,

We hope this message finds you well. As part of our commitment to ensuring the safety and security of our students, we will be conducting a lockdown drill on **[Date]** at **[Time]**.

The purpose of this drill is to prepare students and staff for a potential emergency situation by practicing our lockdown procedures. During the drill, students will learn how to respond quickly and safely. It is important for them to take this exercise seriously and understand the importance of emergency preparedness.

We assure you that this drill will be conducted in a controlled and thoughtful manner. Students will be informed ahead of time and guided throughout the process. Our staff will be on hand to provide support and answer any questions they may have.

We encourage you to discuss the lockdown drill with your child beforehand and reassure them that this drill is in place for their safety. Should you have any questions or concerns regarding the drill or our safety procedures, please feel free to contact the school office.

Thank you for your support and understanding as we work together to keep our school community safe.

Sincerely,

**[Your Name]**

**[Your Position]**

**[School Name]**

**[Contact Information]**