

Lockdown Drill Reminder

Date: [Insert Date]

To: [School Board Members]

From: [Your Name]

Subject: Important Reminder: Upcoming Lockdown Drill

Dear [School Board Members],

This is a reminder regarding the scheduled lockdown drill taking place on [Insert Date and Time]. As we prioritize the safety of our students and staff, it is crucial that everyone participates and understands the procedures to be followed during an emergency situation.

Please ensure that all staff members are informed and that classroom preparations are made ahead of time. We'll conduct a review of the lockdown procedures prior to the drill to ensure everyone is well-prepared.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Position]

[School/Organization Name]

[Contact Information]