

Emergency Evacuation Training Details

Dear Residential Advisors,

We are pleased to inform you about the upcoming Emergency Evacuation Training scheduled for all Residential Advisors. This training is crucial for ensuring the safety and preparedness of our residents in case of an emergency.

Training Details:

- **Date:** January 15, 2024
- **Time:** 2:00 PM - 4:00 PM
- **Location:** Room 101, Student Center
- **Duration:** 2 hours

Agenda:

1. Introduction to Emergency Protocols
2. Evacuation Procedures
3. Hands-On Simulation
4. Q&A Session

Please confirm your attendance by responding to this email by January 10, 2024. Your participation is vital in ensuring we maintain a safe living environment for our residents.

Thank you for your commitment to the safety and well-being of our university community.

Sincerely,

John Doe
Emergency Preparedness Coordinator
University of Sample