

Emergency Response Drill Instructions

Date: [Insert Date]

To: All Staff and Students

From: [Insert Institution Name]

Overview

This is a reminder for our upcoming emergency response drill scheduled for [insert date and time]. The goal of this drill is to ensure that all staff and students are aware of the emergency procedures and can respond appropriately in case of an actual emergency.

Instructions

1. All staff and students must familiarize themselves with the emergency procedures outlined in the [insert relevant document or link].
2. During the drill, please remain calm and follow the instructions of your designated emergency coordinator.
3. Evacuate the building using the nearest exit and proceed to the designated assembly area located at [insert location].
4. Do not use elevators during the drill.
5. Once at the assembly area, report to your team leader for a headcount.

Important Contacts

If you have any questions or need further information, please contact:

- [Name of Emergency Coordinator] - [Phone Number]
- [Name of Health and Safety Officer] - [Phone Number]

Conclusion

Thank you for your cooperation and participation in this important exercise. Your safety is our top priority.

Sincerely,

[Your Name]

[Your Position]

[Insert Institution Name]