

Institutional Safety Drill Announcement

Date: October 10, 2023

To All Staff and Students,

We would like to inform you that a safety drill will be conducted on:

Date: October 15, 2023

Time: 10:00 AM - 11:00 AM

Purpose: To ensure the preparedness of all staff and students in case of an emergency.

Details of the Drill:

- Location: Main Building
- Participants: All staff and students are required to participate.
- Procedure: Follow instructions from the designated safety personnel.

Your cooperation is essential in making this drill a success. Please ensure that you arrive on time and participate fully.

Thank you for your attention and cooperation.

Sincerely,

[Your Name]

[Your Position]

[Institution Name]