

# Institutional Safety Procedures for Drill Participants

Date: [Insert Date]

To: [Insert Participant Name]

From: [Insert Institution Name]

Subject: Safety Procedures for Upcoming Drill

Dear [Insert Participant Name],

As a participant in the upcoming emergency drill scheduled for [Insert Date and Time], we would like to ensure that you are fully informed about the safety procedures that will be followed.

## Safety Procedures

1. Arrive at the designated assembly point at least 15 minutes prior to the drill.
2. Stay with your designated group at all times during the drill.
3. Follow all instructions given by the drill coordinators and safety personnel.
4. In the event of a real emergency during the drill, follow standard evacuation procedures.
5. Please wear comfortable clothing and closed-toe shoes suitable for mobility.

Your participation in this drill is vital in ensuring we are prepared for actual emergencies. Thank you for your cooperation and commitment to safety.

If you have any questions, feel free to contact [Insert Contact Information].

Best regards,

[Your Name]

[Your Position]

[Institution Name]