

# Notice of Upcoming Safety Training Sessions

Dear Teachers and Staff,

We are excited to announce a series of mandatory safety training sessions designed to enhance your preparedness and response in case of emergencies. These sessions will cover essential safety protocols and procedures to ensure a safe environment for our students and staff.

## Training Session Details:

- **Date:** January 15-17, 2024
- **Time:** 3:00 PM - 5:00 PM
- **Location:** Main Auditorium

## Agenda:

1. Emergency Evacuation Procedures
2. First Aid and CPR Training
3. Active Shooter Response Training
4. Fire Safety and Prevention

Your participation is crucial to ensure we are all equipped with the knowledge and skills needed to react appropriately in emergency situations. Please make every effort to attend all sessions.

If you have any questions or concerns, feel free to reach out to the administration office.

Thank you for your attention and cooperation.

Best regards,

[Your Name]

[Your Title]

[School/Organization Name]