

Fire Drill Instructions for Tenants

Dear Tenants,

In accordance with safety regulations, we will be conducting a fire drill on **[Date]** at **[Time]**.

Instructions:

- Please remain calm and do not panic.
- When the alarm sounds, immediately stop what you are doing and prepare to exit the building.
- Use the nearest safe exit; do not use elevators.
- Proceed to **[Designated Assembly Area]** and stay there until accounted for.
- Follow all instructions given by building staff and emergency personnel.
- Do not re-enter the building until you receive the all-clear signal.

Your safety is our priority. Thank you for your cooperation.

Sincerely,
[Your Name]
[Your Position]
[Building Management]