

Lockdown Drill Instructions

Dear Students,

As part of our safety procedures, we will be conducting a lockdown drill on **[Date]** at **[Time]**. It is crucial that everyone understands the importance of this drill and how to respond.

Instructions:

1. Remain calm and listen for instructions from teachers or staff.
2. Immediately go to the nearest classroom or designated safe area.
3. Close and lock the doors, turn off the lights, and silence your phones.
4. Stay quiet and do not leave your location until you receive an all-clear signal.
5. Follow any additional instructions given by your teacher or emergency personnel.

Thank you for your cooperation and commitment to ensuring a safe environment for everyone.

Sincerely,

[Your Name]
[Your Title]
[School Name]