

Lockdown Drill Safety Measures Notification

Dear Guardians,

We are writing to inform you about the upcoming lockdown drill scheduled for [Date] at [Time]. This drill is an essential part of our safety procedures to ensure that all students and staff are prepared in the event of an emergency.

Safety Measures:

- Remain calm and follow instructions from school staff.
- Close and lock all doors and windows quickly.
- Turn off lights and remain silent.
- Stay out of sight from windows and doors.
- Do not leave the classroom until given the all-clear signal.

We appreciate your support in reinforcing these safety measures with your child. Your cooperation plays a crucial role in ensuring the safety of our school community.

If you have any questions or concerns, please do not hesitate to contact us at [School Contact Information].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[School Name]