

Lockdown Drill Schedule Notification

Dear Administrators,

This letter serves to inform you about the upcoming lockdown drill scheduled for our school. The drill is an important part of our safety protocol, ensuring that all students and staff are prepared in the event of an emergency.

Lockdown Drill Details

- **Date:** March 15, 2024
- **Time:** 10:00 AM - 10:30 AM
- **Location:** All classrooms and common areas
- **Duration:** 30 minutes

Please ensure that all staff are aware of the drill and review the lockdown procedures prior to the event. It is critical that we maintain a calm and orderly environment to ensure the effectiveness of this drill.

Thank you for your cooperation and commitment to our school's safety protocols.

Sincerely,

John Doe
School Safety Coordinator