FIRE ALARM TESTING

**Notice**

**Fire Alarm Testing Notice**

**Date: [DATE]**

To: All Residents From: [YOUR NAME]

Position: [YOUR DESIGNATION]

Notice to all Residents,

The building management team would like to inform you of the upcoming routine fire alarm testing scheduled to ensure the safety of all occupants.

**FEBRUARY 09, 2051 THURSDAY**

**between 9:00 AM and 11:00 AM**

This process is designed to make sure all the safety measures are in place and are functioning correctly. During this period, you may hear and see the fire alarm activate intermittently. However, there is no need for evacuation.

We recommend that all residents remain vigilant and follow the general safety protocols in response to alarm activations.

**Here are some suggestions:**

* **Stay calm:** Do not panic when you hear the alarm, it is just a test.
* **Be vigilant:** If you smell smoke or see smoke please call 911.
* **Do not evacuate:** Unless directed otherwise, you may remain inside the building.
* **Avoid elevators:** elevators could be made immobile during testing period

We wish to remind you that this is only a test It is essential to conduct these periodic tests to ensure that in an emergency, every system operates efficiently and occupants are aware of what to do we apologize for any inconvenience this may cause you and appreciate your cooperation in maintaining a safe and secure environment for all.

If you have any questions or concerns, feel free to get in touch with our management office.

Thank you for your understanding and cooperation.

Best Regards,

***Signature***

**[YOUR NAME]**

**[YOUR COMPANY NAME] [YOUR COMPANY EMAIL] [YOUR COMPANY ADDRESS]**