

URGENT UPDATE TO EMERGENCY RESPONSE PROCEDURES

Date: [Insert Date]

To All Staff,

We are writing to inform you of an urgent update to our emergency response procedures. Effective immediately, please review the following changes:

New Procedures:

- All staff must complete the updated emergency response training by [Insert Deadline].
- Emergency contact numbers have changed. Please see the updated list attached.
- A new evacuation route has been implemented; refer to the updated floor plans posted in common areas.

We understand the importance of staying prepared and appreciate your immediate attention to these updates. For any questions or clarifications, please contact [Insert Contact Information].

Thank you for your cooperation.

Sincerely,
[Your Name]
[Your Position]
[Your Organization]