

Emergency Access Protocol

Date: [Insert Date]

To: [Recipient Name]
[Recipient Title]
[Company/Organization Name]
[Address Line 1]
[Address Line 2]
[City, State, Zip Code]

Dear [Recipient Name],

In light of the recent security assessments conducted within our facilities, we are implementing a new Emergency Access Protocol to enhance our building security. This protocol will ensure that authorized personnel can access different areas of the building in case of emergencies, while maintaining the safety and security of all occupants.

Emergency Access Procedures:

1. Identify the emergency situation and contact security at [Security Contact Number].
2. Provide your identification and reason for access.
3. Follow the instructions of security personnel at all times.
4. Ensure that all access points are securely closed after entry.

Designated Authorized Personnel:

- [Name and Title]
- [Name and Title]
- [Name and Title]

We appreciate your cooperation in adhering to these new protocols to ensure the safety of our building and its occupants. Please feel free to reach out if you have any questions or require further clarification.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]
[Your Title]
[Company/Organization Name]
[Contact Information]