

Museum Emergency Contact Details Revision

Date: [Insert Date]

To: [Museum Staff/Department Name]

From: [Your Name/Position]

Subject: Revision of Emergency Contact Details

Dear [Staff/Team],

As part of our ongoing commitment to safety and security, we have revised our emergency contact details. Please ensure that you have the updated information ready and accessible at all times.

Updated Emergency Contact Details:

- **Emergency Services:** 911
- **Museum Security:** [Insert Security Contact Number]
- **Local Fire Department:** [Insert Number]
- **Local Police Department:** [Insert Number]
- **Emergency Coordinator:** [Insert Contact Name and Number]
- **Nearest Hospital:** [Insert Hospital Name and Number]

Please update your records accordingly and reach out if you have any questions or require further information.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Museum Name]