

Notification of Updated Emergency Contacts

Date: [Insert Date]

To: All Museum Staff

Dear Team,

We would like to inform you that the emergency contact information has been updated for our museum. Please review the new contact details below and ensure you have the updated information readily available in case of an emergency.

Updated Emergency Contacts:

- **Facility Manager:** John Doe - (555) 123-4567
- **Security Supervisor:** Jane Smith - (555) 987-6543
- **Emergency Medical Services:** 911
- **Local Police Department:** (555) 111-2222

If you have any questions or require further information, please do not hesitate to reach out.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Position]

[Museum Name]