

To All Museum Employees

Date: [Insert Date]

Dear Team,

We are writing to inform you of the revised emergency contact guidelines that will take effect immediately. Your safety and well-being are our top priorities, and these guidelines have been put in place to ensure proper communication during an emergency.

Revised Guidelines:

- Each employee must complete the updated Emergency Contact Form by [insert deadline].
- Emergency contacts should be individuals who can be reached during museum operating hours.
- Please ensure that all contact information is current and accurate.
- In the event of an emergency, employees should report to [Insert designated location].

If you have any questions or need assistance with the forms, please do not hesitate to contact [Insert contact person or department].

Thank you for your cooperation in keeping our workplace safe.

Sincerely,

[Your Name]

[Your Title]

[Museum Name]