

Updated Emergency Contact List for Museum Operations

Date: [Insert Date]

To all staff,

Please find below the updated emergency contact list for museum operations. It is crucial that everyone is familiar with these contacts in case of an emergency.

Emergency Contacts:

- **Head of Security:** John Doe - (555) 123-4567
- **Facilities Manager:** Jane Smith - (555) 234-5678
- **First Aid Officer:** Emily Johnson - (555) 345-6789
- **Local Police:** 911
- **Local Fire Department:** 911

For any questions or further updates, please contact my office.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Museum Name]

[Contact Information]