

Date: [Insert Date]

To: All Residents of [Insert Building Name]

Subject: Introduction of New Emergency Response Team (ERT)

Dear Residents,

The safety and security of all residents are our top priorities. We are pleased to announce the formation of our new Building Emergency Response Team (ERT), effective [Insert Date].

This team has been established to provide immediate assistance and coordination during emergency situations, such as fire alarms, medical emergencies, or natural disasters, until professional first responders arrive on the scene.

The ERT members are trained in:

- Emergency evacuation procedures
- Basic first aid and CPR
- Building safety protocols
- Communication coordination

In the event of an emergency, please follow the instructions provided by ERT members, who will be identifiable by [Insert Identification, e.g., bright vests/badges].

For non-emergency inquiries regarding building safety, you may contact the team lead at [Insert Contact Information]. In the event of a life-threatening emergency, always dial [Insert Emergency Number, e.g., 911] first.

We will be holding a brief introductory meeting and safety demonstration on [Insert Date] at [Insert Time] in the [Insert Location, e.g., Lobby]. We encourage all residents to attend.

Thank you for your cooperation in keeping our community safe.

Sincerely,

[Your Name/Property Management]
[Building Name/Association]