

Date: [Insert Date]

To: All Employees / Building Occupants

From: [Insert Name of New Management/Department]

Subject: Official Notification of New Fire Safety Protocols

Dear All,

Following the recent change in management, we have conducted a comprehensive review of our facility's safety measures. To ensure the highest standards of protection for all personnel and property, we are implementing updated fire safety protocols effective [Insert Effective Date].

Please take note of the following key changes and requirements:

- **Updated Evacuation Routes:** Please refer to the new maps posted at [Insert Location/Each Exit]. Familiarize yourself with the primary and secondary exits.
- **Designated Assembly Point:** The new designated muster point is located at [Insert Specific Location, e.g., North Parking Lot Area B].
- **Fire Warden Appointments:** We have appointed new Fire Wardens for each department. Their names and contact details are listed on the staff notice board.
- **Testing Schedule:** Fire alarm testing will now occur [Insert Frequency, e.g., every first Monday of the month at 9:00 AM].
- **Reporting Hazards:** Any blocked fire exits, faulty equipment, or potential fire hazards must be reported immediately to [Insert Contact/Department Name].

A mandatory fire safety briefing and drill will be held on [Insert Date] at [Insert Time]. Attendance is required for all staff members to ensure everyone understands the new procedures.

We take your safety seriously and appreciate your full cooperation in adhering to these new protocols. Should you have any questions, please contact the Safety Office at [Insert Phone Number/Email].

Sincerely,

[Your Signature]

[Your Name]

[Your Title/Position]

[Company/Organization Name]