

Date: [Insert Date]

To: All Building Occupants and Staff

Subject: Notice of Updated Building Lockdown Procedures

Dear Residents and Staff,

As part of our ongoing commitment to the safety and security of all occupants, [Company/Building Name] is implementing updated building lockdown procedures effective [Insert Effective Date].

The primary changes to our security transition include:

- **Automated Locking:** All exterior doors will now automatically transition to a full lockdown state at [Insert Time] daily.
- **Access Credentials:** During a lockdown, entry will be restricted to [Insert Specific Personnel, e.g., emergency services and authorized staff only].
- **Alert Systems:** In the event of an emergency lockdown, notifications will be sent via [Insert Method, e.g., SMS, Email, or PA System].
- **Visitor Policy:** Unscheduled visitors will not be permitted entry once lockdown protocols are initiated.

We will be conducting a mandatory security briefing and drill on [Insert Date] at [Insert Time] to ensure everyone is familiar with these new protocols. Your participation is highly encouraged.

Please review the attached "Standard Operating Procedure" document for a detailed breakdown of your expected actions during a lockdown event. If you have questions regarding these updates, please contact the Security Office at [Insert Phone Number] or [Insert Email Address].

Thank you for your cooperation in maintaining a secure environment.

Sincerely,

[Your Name]

[Your Title]

[Building Management/Security Department]