Dear [EMPLOYEE NAME],

The safety and well-being of our employees, visitors and partners is a top priority for [COMPANY NAME]. As such, we are launching a new alerting system and mobile app on [DATE] to help us provide the safest possible environment.

Our new emergency notification system will result in faster, more reliable and more efficient communication in an emergency. This system, **[NAME OF SYSTEM]**,will send alerts of any potential safety threat to [COMPANY LOCATION] [ADD THIS CONTENT IF IT’S RELEVANT: and will replace the existing XXX system].

**What do I need to do?**

To ensure you receive these communications, please verify with the Human Resources department that we have your up-to-date contact information. We will proactively load all employee, [ADD OTHER RELEVANT CONTACT GROUPS] phone numbers currently on record with [COMPANY NAME] (through Human Resources) into [NAME OF SYSTEM]. You may choose to “opt out” of the alerts at any time.

To receive notifications relevant to your real-time location, please download the [COMPANY NAME] Rave Guardian App onto your mobile device at **www.raveguardian.com**. This will ensure you always receive relevant messages based on your location. For example, if your primary work location is [LOCATION] and you are visiting [ANOTHER LOCATION] and an emergency notification is sent, you would receive it based on your location through the app on your phone.

There are other benefits to the mobile app, including receiving notifications from other area organizations using the same alert company and access to confidential tip submissions, an emergency call button and safety resources.

We will work diligently to ensure that this system is only utilized during times of a true emergency. The system will not be used to promote events, survey announcements or other nonemergency conditions.

Additional information will be shared in the weeks ahead as we move forward with the integration of the [NAME OF SYSTEM].

Thank you in advance for your support and cooperation.