

Emergency Procedure Reminder

Date: [Insert Date]

To: All Employees

From: [Your Name/Your Position]

Subject: Reminder of Workplace Health and Safety Emergency Procedures

Dear Team,

This is a reminder of our workplace health and safety emergency procedures. It is crucial to be aware of the steps to take in case of an emergency to ensure everyone's safety.

Emergency Procedures Overview:

- Remain calm and assess the situation.
- Evacuate the building if necessary. Know the nearest exit routes and assembly points.
- If you are trained, assist those who may need help evacuating.
- Do not use elevators during an evacuation.
- Follow the instructions of emergency wardens and authorities.
- Report to the designated assembly area for headcount.

For further information, please refer to the Health and Safety Manual or contact [Health and Safety Officer's Name] at [Contact Information].

Stay safe,

[Your Name]

[Your Position]