

Good morning, everyone.

Today, I want to take a few moments to clarify our emergency response procedures to ensure everyone is prepared in the event of an emergency. The safety of all our team members is our top priority, and understanding these procedures is essential.

First, if you hear the alarm, please remain calm and listen for instructions. The alarms are your signal to stop what you're doing and pay attention to the information provided through our public address system or emergency devices.

Next, familiarize yourself with the nearest exits and evacuation routes in your area. It's important to have an alternative route in mind in case your usual path is blocked. Evacuation maps are posted throughout the building to assist you.

During an evacuation, please walk quickly but do not run, and move away from the building to the designated assembly area. Our assembly point is located in the north parking lot, clearly marked by the green signs.

Once you reach the assembly area, ensure your name is checked off by your team leader, who will conduct a headcount. This helps us ensure everyone's safety and prevents unnecessary risks to emergency responders searching for missing persons.

For those trained in first aid, be ready to provide assistance if needed, but always prioritize your personal safety during any emergency.

Lastly, remember to stay informed. Participate in regular drills and review your emergency response guide frequently to refresh your knowledge.

Thank you for your attention and cooperation in keeping our workplace safe. Your diligence is a key part of our emergency preparedness. If you have any questions, please feel free to reach out.

Stay safe!