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**I- Introduction**

This Employee Safety Handbook provides a complete and practical guide to recognizing security risks and preventing hazardous problems. The handbook explains important safety information that are adopted within XYZ firm. It clarifies to our employees how to be vigilant without being paranoid. For more detailed safety information concerning your workplace, please consult your supervisor and/or the appropriate business department as listed above.

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**II- Emergency Procedures**

**..... Sample Section: Fire**

If you discover a fire, an explosion, or smoke in a building, and that the fire detector didn't automatically generate a siren (audible alarm), immediately activate the fire alarm system **manually** at the nearest fire alarm pull station to evacuate the building (see "Evacuation Procedures" below).

After sounding the fire alarm, call the fire brigade on the above mentioned numbers from a safe location. Provide full information about the incidence including building name, address, floor, room number, and any known special hazards at the location. Do not assume that someone else has called.

If the fire is in an unoccupied room, try to close the door to retard the spread of smoke and heat; do not take any unnecessary risks in doing this.