



Health and Safety Guidelines

Safety Protocols

- Be familiar with the emergency exits and evacuation procedures
- Keep all pathways clear and unobstructed for safety
- Report any maintenance or safety issues to management immediately

Emergency Procedures

In the event of an emergency (fire, medical emergency, etc.), remain calm and follow the established procedures:

- Call emergency services (if necessary)
- Notify management immediately
- Assist guests in evacuating the building if needed

New Receptionist Training Manual

LP Steffe



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