E Envoy

Get critical info where it's needed.

✓ Learn

✓ Improve

✓ Repeat

Review the response.

Your emergency comms checklist—for every shift, site, and line

Emergencies don't wait for shift changes. When something goes wrong, your teams need clear instructions, not radio silence. Whether you're running one facility or a global network, this checklist will help you build a plan that keeps everyone informed, safe, and ready to act.

Before the emergency: Lock in your roles, messages, and tools

Assign roles and responsibilities

Decide who's in charge of what—like sending alerts or working with first responders. Cover roles across shifts and be sure backup contacts are listed in case someone's off the clock.

Build your recipient list

Vendors, contractors, seasonal workers—different roles need different updates. Map it out so the right people get the right info when it matters.

Draft your core messages

Create simple, no-fluff messages for common scenarios. What should people do? Where should they go? What's happening now?

Test the system, train the team

Upload your messages, run a system check, and make sure your team knows how to use it. Send test alerts so everyone knows what a real one looks like.

> **Pro tip:** Run a system check that includes integrations with your access control, HRIS, and facility systems to make sure alerts flow smoothly across every location.

During the emergency: Get critical info where it's needed

Share updates early and often

Even if you don't have all the details, say what you can. Simple, timely updates help people stay calm and reduce confusion.

Keep messages clear and actionable

No jargon. No fluff. Tell people what to do, where to go, or what to expect next. Example: "Ammonia leak. Evacuate to Zone C muster point immediately."

Be ready to respond fast

Make sure workers on the floor can report hazards, ask for help, or raise urgent safety concerns—and have your response team ready to act as the situation evolves.

> **Pro tip:** Pick an **emergency notification system** that logs every alert and response, so you have a full audit trail for reviews, investigations, and compliance when questions come later.

After the emergency: Review the response. Sharpen the plan.

Hold a debrief

Get your team together to talk about what worked and what didn't. Pull insights from your notification system to review what was sent, when, and to who, so you can spot gaps.

Update your plan

Now's the time to make changes based on your learnings. Tweak messages, adjust roles, or add people to your contact lists.

Train regularly

Run refreshers and practice drills at least twice a year to keep everyone sharp. Train every shift and site to keep everyone prepared and your response tight.

You've got the plan.
Now run it on a platform made for your environment.

Envoy combines emergency notifications with workplace tools to help you respond fast, stay compliant, and protect your people—across every shift and site. Book a demo to see it in action.

[Book a demo]

E Envoy