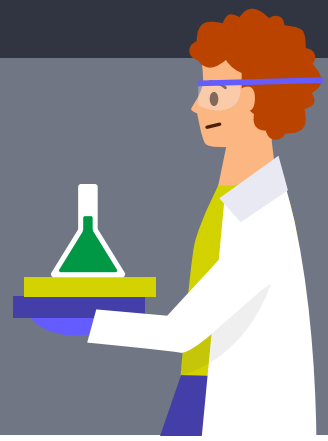


The emergency comms checklist that keeps your labs running—and safe

When precision labs face a crisis, clear communication is critical. Miss a beat, and risks spike. This checklist helps you build a plan that keeps your team informed, safe, and ready to respond.



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

Assign roles and responsibilities

Figure out who's doing what—like sending alerts, talking to vendors, or working with facilities. Make sure every shift has coverage, and list backups in case someone's out.

Build your recipient list

Lab staff, contractors, QA, execs—different groups need different updates. Make a list so the right info reaches the right people when it matters.

Draft your core messages

Think through your most likely scenarios—like HVAC failures, contamination, or system outages—and write short, clear instructions people can follow without thinking twice.

Test the system, train the team

Upload your messages, run a system check, and make sure your team knows how to use it. Do a few dry runs so everyone knows what to expect.

Pro tip: Do a cross-functional dry run with IT, security, QA, and lab leads. This helps you spot gaps in coverage, clarify roles, and get everyone on the same page before a real emergency hits.

During the emergency: Keep everyone informed and in sync

Share updates early and often

You don't need all the answers to get the first message out. Even a quick "We're looking into it—stay put for now" helps reduce confusion and keeps people calm.

Keep messages clear and actionable

Tell people exactly what's going on and what to do next. Keep it simple, like this: "Ammonia leak in Zone C. Evacuate to secondary lab immediately."

Be ready to respond fast

Make sure people can report hazards, ask for help, or raise urgent safety concerns—whether they're in the lab, on the floor, or offsite—and be ready to act.

Pro tip: Choose an emergency notification system that keeps your whole team in sync—automatically sending updates, confirming receipt, and tracking who's safe in real time.

After the emergency: Review what worked, fix what didn't

Hold a debrief

Get your core team together (IT, security, QA, facilities, lab leads, etc.) and walk through what happened. What slowed things down? What helped?

Update your plan

Update your messages, shift assignments, and recipient lists based on what you learned. The goal: make your plan even stronger next time.

Train regularly

Run drills at least twice a year with all teams—including temps and vendors—and simulate real-world scenarios like PPE, critical equipment, or lab shutdowns.



Bring your plan to life with tools made for regulated spaces

When every second and SOP counts, Envoy gives you the tools to act fast, stay in sync, and record every detail. See how it keeps your teams safe and your processes audit-ready.

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