

SITE SURVEY REPORT

Emergency Communication Plan

Prepared for	Calder Valley Print Ltd
Date	20 Oct 2026
Site	Unit 2, Mill Lane, Halifax
Prepared by	H. Bellamy

FORM

Emergency Communication Plan

1. Site and plan

Project	Unit 2, Mill Lane, Halifax: emergency communication plan (completed example)
Site address	Unit 2, Mill Lane, Halifax HX1
Organisation	Calder Valley Print Ltd
Location (GPS)	53.7196, -1.8601
Plan date	20 Oct 2026
Plan prepared by	H. Bellamy
Plan reference and version	ECP-EXAMPLE-HFX, version 3
Plan owner	H. Bellamy (operations manager)
Type of site	Factory
People usually on site (staff, visitors, contractors)	46
Opening and shift hours	Monday to Friday 06:00 to 22:00 in two shifts; Saturday 06:00 to 12:00 maintenance only.
Do other employers share the building?	Yes
How plans are co-ordinated with them	The ground floor office tenant (Ridgeway Accountants) has the same alarm. Their office manager is in the cascade and joins the six-monthly drill.
Your own test interval for contacts and channels (days)	90

Basis (Great Britain). Employers must set up procedures for serious and imminent danger and, as far as practicable, tell people exposed to it about the hazard and the steps taken to protect them (Management of Health and Safety at Work Regulations 1999, regulation 8). They must arrange any necessary contacts with external services, particularly first aid, emergency medical care and rescue (regulation 9). In England and Wales the Regulatory Reform (Fire Safety) Order 2005, article 15, requires fire emergency procedures, including safety drills. This plan records how people will be told; it does not replace the fire risk assessment or the emergency plan.

2. Scenarios and who declares an incident

Scenarios this plan covers	Fire, Gas leak, Bomb threat or suspicious item, Serious injury or illness, Power failure, IT or phone outage, Severe weather, Chemical or fuel spill
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Who can declare an incident and start the cascade	Shift manager on duty
Deputy if they are not available	Senior press operator on the shift
Out of hours: who is called first, and how	Alarm receiving centre calls the first keyholder (operations manager), then the second keyholder (maintenance lead). Keyholder starts the cascade from step 3.
Number used to call the emergency services	999
Location to give the emergency services	Mill Lane entrance off the A646, gate code given by the shift manager. Gas and isolation points are marked on the plan at the gatehouse.
Who gives the all clear, and how everyone is told	Shift manager gives the all clear by PA and text to all staff once the fire service hands the building back.

3. Contact cascade

Contact cascade 1: Incident lead

Order in the cascade	1
Role	Incident lead
Name	Shift manager on duty
Primary channel	Two-way radio
Number or address	Channel 1
Backup channel	Mobile phone call
Backup number or address	Shift manager mobile (on the controlled list)
Calls next	Emergency services, then the operations manager
Contact details last tested	8 Oct 2026
Last test result	Reached on primary
Days since tested	12
Test status	In date

Contact cascade 2: Fire warden or evacuation lead

Order in the cascade	2
Role	Fire warden or evacuation lead
Name	A. Rashid (day shift), P. Doyle (late shift)

Primary channel	Two-way radio
Number or address	Channel 1
Backup channel	In person
Calls next	Area wardens: print hall, finishing, warehouse
Contact details last tested	8 Oct 2026
Last test result	Reached on primary
Days since tested	12
Test status	In date

Contact cascade 3: Senior manager on call

Order in the cascade	3
Role	Senior manager on call
Name	H. Bellamy
Primary channel	Mobile phone call
Number or address	On the controlled list
Backup channel	Text message (SMS)
Backup number or address	Same mobile
Calls next	Managing director, HR lead, customers with work on press
Contact details last tested	10 Sep 2026
Last test result	Reached on primary
Days since tested	40
Test status	In date

Contact cascade 4: Landlord or managing agent

Order in the cascade	4
Role	Landlord or managing agent
Name	Pennine Estates (managing agent)
Primary channel	Landline call
Number or address	Out-of-hours line on the controlled list
Backup channel	Email

Backup number or address	Helpdesk address on the controlled list
Calls next	Ground floor tenant
Contact details last tested	2 Jun 2026
Last test result	Not reached
Days since tested	140
Not tested within your test interval. Test this contact.	
Not reached at the last test. Correct the details and test again.	
Test status	Due for a test
Contacts in the cascade	4
Not reached at the last test	1
Not tested within your interval	1

4. Audiences

Audiences 1: Staff on site

Audience	Staff on site
Who sends to them	Shift manager
Main channel	Public address (PA) or voice alarm
Your target for the first message	Immediately, with the alarm
Access and language needs	One deaf press operator: vibrating pager issued and a named buddy on each shift.
Where their contact details are kept	Shift rota on the shift manager's clipboard

Audiences 2: Staff off site or working remotely

Audience	Staff off site or working remotely
Who sends to them	Operations manager
Who approves the message first	Managing director
Main channel	Text message (SMS)
Your target for the first message	Within 30 minutes of the incident being declared
Access and language needs	Two staff read English as a second language; message kept short and plain.

Where their contact details are kept	Text alert service, updated by HR each Friday
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Audiences 3: Visitors and contractors on site

Audience	Visitors and contractors on site
Who sends to them	Reception
Main channel	In person
Your target for the first message	With the alarm
Access and language needs	Drivers waiting in the yard are told by the gatehouse.
Where their contact details are kept	Visitor sign-in tablet at reception

Audiences 4: Customers or service users

Audience	Customers or service users
Who sends to them	Customer service lead
Who approves the message first	Operations manager
Main channel	Email
Your target for the first message	Within 2 hours if a print run will be late
Where their contact details are kept	Customer list in the order system, exported weekly
Audiences planned for	4

5. Pre-approved messages

Message templates 1: Fire or evacuation

Scenario	Fire or evacuation
Audience	Staff off site
Pre-approved message	Calder Valley Print: the Halifax site is closed because of [incident]. Do not come in until we text you again. Next update at [time].
Status	Approved
Approved by	K. Lund (managing director)
Approved on	3 Sep 2026

Message templates 2: Power or IT failure

Scenario	Power or IT failure
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Audience	Customers
Pre-approved message	We have a [power/IT] problem at our Halifax site. Your order [number] may be delayed. We will update you by [time].
Status	Approved
Approved by	K. Lund (managing director)
Approved on	3 Sep 2026

Message templates 3: Any incident

Scenario	Any incident
Audience	Media
Pre-approved message	We can confirm there has been an incident at our Mill Lane site. Everyone is safe and accounted for [or: we are working with the emergency services]. We will say more when we can.
Status	Draft, not yet approved
Message templates	3
Not yet approved	1

6. Channels and their test results

Channels 1: Public address (PA) or voice alarm

Channel	Public address (PA) or voice alarm
System, provider or equipment	Voice alarm on the fire alarm system
Works in a power cut?	Yes
Reaches people off site?	No
Last tested	8 Oct 2026
Test result	Working

Photos

**Channels 2: Two-way radio**

Channel	Two-way radio
System, provider or equipment	Eight handheld radios, charging rack in the shift office
Works in a power cut?	Yes
Reaches people off site?	No
Last tested	8 Oct 2026
Test result	Working

Channels 3: Text message (SMS)

Channel	Text message (SMS)
System, provider or equipment	Text alert service
Works in a power cut?	Yes
Reaches people off site?	Yes
Last tested	10 Sep 2026
Test result	Partly working
What did not work, and the fix	3 of 44 numbers bounced: leavers and one changed number. HR to update the list each Friday.

Channels 4: Email

Channel	Email
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System, provider or equipment	Company email
Works in a power cut?	No
Reaches people off site?	Yes
Last tested	10 Sep 2026
Test result	Working

Channels 5: Landline call

Channel	Landline call
System, provider or equipment	Old ISDN line in the gatehouse
Works in a power cut?	No
Reaches people off site?	Yes
Last tested	10 Sep 2026
Test result	Failed
What did not work, and the fix	Line dead: the provider switched it off. Remove from the plan and give the gatehouse a mobile.

This channel failed its test. Do not rely on it until it is fixed and tested again.

Channels	5
Working	3
Partly working or failed	2
Channels working (%)	60
Work in a power cut	3

7. Assembly points

Assembly points 1: Main car park, by the Assembly Area sign

Assembly point	Main car park, by the Assembly Area sign
Used for	Main assembly point
Location (GPS)	53.7199, -1.8597
Who takes the roll call there	Day or late shift fire warden
How the roll call is checked	Shift rota and the visitor sign-in list printed from the tablet

Signed on site? Yes

Photo of the assembly point and its sign



Assembly points 2: Mill Lane footpath by the bus stop

Assembly point	Mill Lane footpath by the bus stop
Used for	Alternative assembly point
Location (GPS)	53.7191, -1.8610
Who takes the roll call there	Second fire warden
How the roll call is checked	As the main point
Signed on site?	No

8. Readiness checks

Every role in the cascade has a named deputy	Acceptable
Out-of-hours contacts and keyholders are current	Acceptable
Emergency contact sheet posted at reception or the control point	Action needed
What needs doing, or why not checked	Contact sheet at reception still lists the old gatehouse landline.
Alarm or PA heard in every area	Acceptable
A way to warn people who cannot hear the alarm	Acceptable
Visitor and contractor sign-in list available for the roll call	Acceptable

At least one channel works in a power cut	Acceptable
At least one channel reaches staff who are off site	Acceptable
Media and social media enquiries go to one named person	Action needed
What needs doing, or why not checked	Media holding statement not yet approved; media calls to go to K. Lund only.
Regulators, insurer and landlord contacts listed with who calls them	Acceptable
Staff know the plan and where the messages are kept	Not checked
What needs doing, or why not checked	Not asked this time; to do at the next toolbox talk.
Plan shared with other employers in the building	Acceptable
Readiness checks needing action	2
Acceptable	9
Not checked	1

9. Test log

Tests 1: 2026-09-10

Test date	10 Sep 2026
Type of test	Call cascade test
People contacted	12
Reached within your target	10
Minutes to reach the last person	25
Reached (%)	83

Fewer people reached than contacted. Find out why and correct the contact details or channels.

What went wrong and what was changed	Managing agent out-of-hours line rang out; gatehouse landline dead. Both actions below.
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Tests 2: 2026-10-08

Test date	8 Oct 2026
Type of test	Full drill with messages

People contacted	46
Reached within your target	46
Minutes to reach the last person	4
Reached (%)	100
What went wrong and what was changed	Voice alarm heard everywhere including the paper store. Roll call took 6 minutes because the visitor list had to be printed.
Tests logged	2
People contacted in all tests	58
Reached within target	56
Reached in tests (%)	97

10. Actions and approval

Contacts or channels not tested within your interval	1
Items needing action	5
Result	Action needed before the plan is issued

Actions 1: Replace the dead gatehouse landline with a mobile and update the contact sheet at reception.

Action	Replace the dead gatehouse landline with a mobile and update the contact sheet at reception.
Priority	Before the next test
Who will do it	H. Bellamy
Due by	30 Oct 2026
Status	In progress

Actions 2: Get a working out-of-hours number from Pennine Estates and test it.

Action	Get a working out-of-hours number from Pennine Estates and test it.
Priority	Within 1 month
Who will do it	H. Bellamy
Due by	13 Nov 2026
Status	Open

Actions 3: Approve the media holding statement.

Action	Approve the media holding statement.
Priority	Within 1 month
Who will do it	K. Lund
Due by	13 Nov 2026
Status	Open
Actions still open	3
Decision	Issue once the listed actions are done
Date of the next test	9 Dec 2026
Summary	Cascade of four steps, five channels. PA and radios worked in the 8 October drill and everyone was reached in 4 minutes. The gatehouse landline is dead and the managing agent was not reached in September; both are being fixed. Media statement still to approve.

Plan owner name H. Bellamy

Plan owner signature

H. Bellamy

Site manager name R. Iqbal (site manager)

Site manager signature

R. Iqbal