



# For Business Premises

## Dear Business Manager,

As a business, you may have further questions about our Community Safety Plan and what it means to your business and your duty of care for your employees. Please find below additional information.

### I am a local business. How should I communicate this to my employees?

At [www.syngenta.co.uk/publicinformationzone](http://www.syngenta.co.uk/publicinformationzone) you can find a template for use in communicating with your employees. You may distribute the web content of this advice freely by email to your employees. Additionally, if required, we can provide hard copy posters for you to display in communal areas or alongside other emergency information in the workplace. Please use the contact details in this pack to request copies.

### I am a local business. If your sirens sound, what action should I take?

You should instruct your employees to close all doors and windows, stay indoors and tune in to BBC Radio Leeds (92.4FM) for further live updates. In the unlikely event of our sirens sounding, a multi-agency task force involving the emergency services, Kirklees Council and Police would direct those most at risk to safety.

### I am a local retailer and I may have customers in my shop. If your sirens sound, what action should I take?

Your staff should close all doors and windows, stay indoors and tune in to BBC Radio Leeds (92.4FM) for further updates. You may wish to appoint staff to control the building exits and warn customers that they should stay indoors whilst the sirens are sounding. Your customers are likely to decide for themselves whether to stay in the building or not. In the unlikely event of our sirens sounding, a multi-agency task force involving the emergency services, Kirklees Council and Police would direct those most at risk to safety. Help on developing an emergency plan for your business can be found on the Cabinet Office website: <http://www.cabinetoffice.gov.uk/content/business-continuity>

### I am the Head of a local school or medical centre. If your sirens sound, what action should I take?

Your staff should close all doors and windows, stay indoors and tune in to BBC Radio Leeds (92.4FM) for further updates. If you do not have one already, you may wish to consider having a school emergency plan that addresses;

- i. What room in the building provides most adequate control of entry and exit points
- ii. How you may wish to handle phone calls from concerned parents
- iii. How you might cater for food, drink and toilet breaks

If you would like help with considering these issues, Kirklees Emergency Planning are available to support you in developing a plan and you should contact Sean Westerby on 01484 221000.

In the unlikely event of our sirens sounding, a multi-agency task force involving the emergency services, Kirklees Council and Police would direct those most at risk to safety.

### I still have questions not addressed in this pack, who can I contact?

Please contact Carl Sykes on 01484 537456 or email: [contact.huddersfield@syngenta.com](mailto:contact.huddersfield@syngenta.com)

