# Severe Weather
## Alert Templates

MESSAGE
Today, 7:21PM
ACME Corp: Due to weather conditions, main office will not open until 12:00PM on 12/21/19.

EMAIL
Today, 7:21PM
Due to impending weather conditions, the main office will have a delayed opening. Please report

**RAVE**
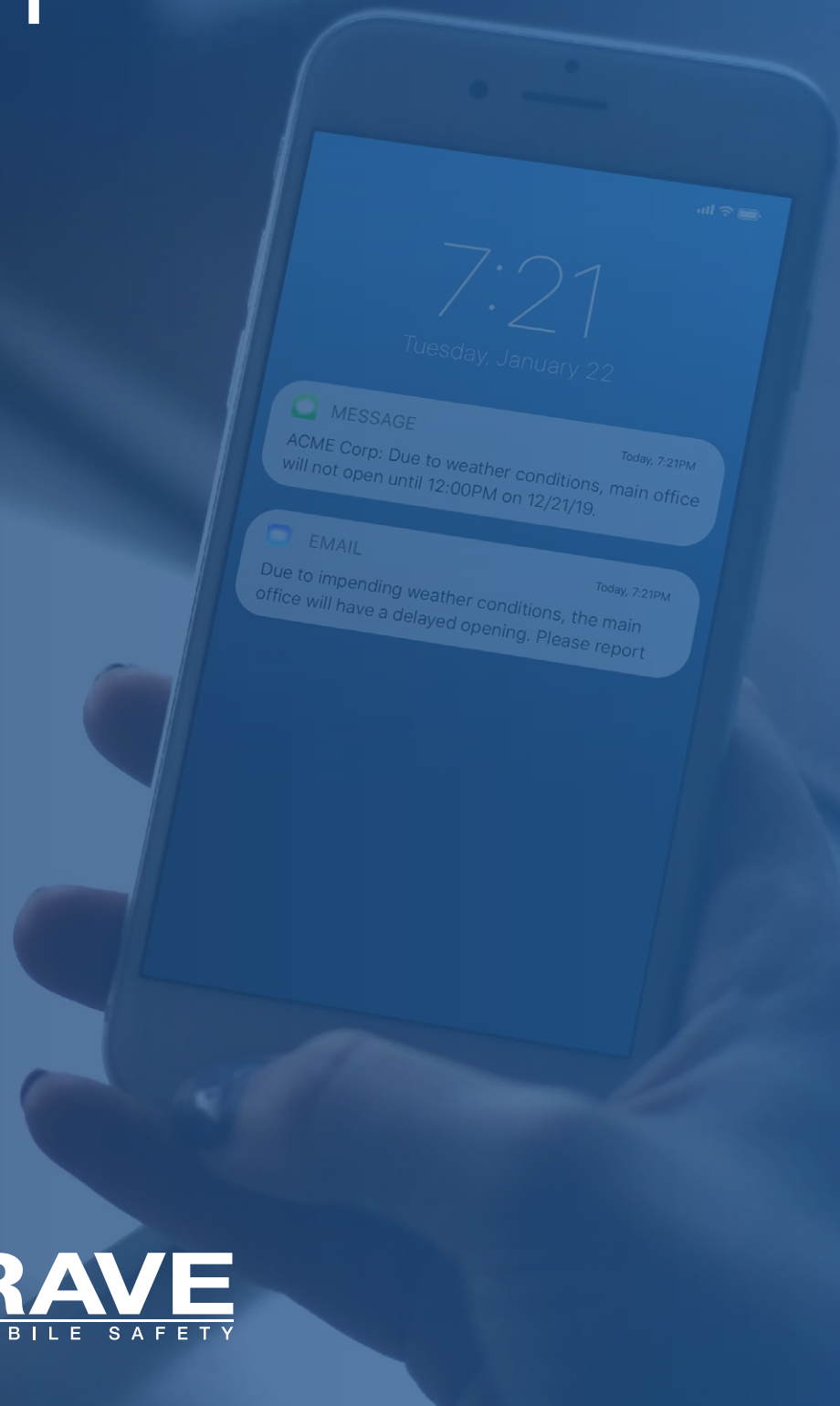MOBILE SAFETY

**W**arnings for some weather events, such as winter storms and hurricanes, can be sent out well in advance, allowing your crisis managers and other personnel to prepare your employees for next steps. But wildfires, tornadoes, flash floods and other events can happen quickly, leaving your administrators with just minutes to inform your employees.

Having the tools and plans in place is vital to inform and keep your staff safe when severe weather or a natural disaster strikes. So it's important to get the right message out to them to keep your employees safe, secure and informed. Prior to severe weather striking, your administrators can create preset templates with information about the type of emergency, date, location and what actions to take that can be sent in a few clicks.

In the following pages, you'll find examples of severe weather and natural disaster alert templates to help you be ready for the next weather emergency.

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# Generic Weather

## Open

[ORGANIZATION] Alert: Please arrive for your regular schedule [DATE] and use caution to arrive safely. Any more updates will be shared via text alerts.

## Open — Before

[ORGANIZATION] Alert: At this time, we will remain open tomorrow. An additional update will be sent out [TIME].

## Open with Modifications

[ORGANIZATION] Alert: [LOCATION] is open and currently in MODIFIED operations but [LOCATION] is still open. Please use caution when driving and walking on campus.

## Delayed Opening

[ORGANIZATION]: Due to weather conditions, [LOCATION] will not open until [TIME] on [DATE].

## Closed

[ORGANIZATION]: SEVERE WEATHER ALERT: [office] is CLOSED today due to severe weather. Contact your manager. Work from home.

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# ≈ Floods

[ORGANIZATION] Alert: NWS has issued a flash flood warning for [LOCATION]. Please tune in to local broadcast stations for more details.

[ORGANIZATION]: Flash flood warning is in effect for [LOCATION]. Expect flooded roadways and possible road closures. Exercise caution while driving in these conditions.

[ORGANIZATION] FLOOD ALERT: River levels are predicted to rise through [DAY] in [LOCATIONS]. Stay informed. For more about flood safety, go to [WEBSITE].

[ORGANIZATION]: Wind and rain will continue throughout the day, and keep in mind we are still under a flash flood watch. Safety is still the number one priority. Please continue to exercise caution as you travel.

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# Hurricanes

## Before

[ORGANIZATION] Alert: We're in the projected path of Hurricane [NAME]. Stay tuned for office closures and updates.

[ORGANIZATION] Alert: Hurricane [NAME] has been forecasted to hit [DATE OF STORM]. Please work with your manager on alternative working arrangements.

## During

[ORGANIZATION] Weather Update: Due to Hurricane [NAME], [LOCATION] will be closed on [DAY AND DATE]. For the latest updates, visit [WEBSITE].

[ORGANIZATION] Alert: If you're impacted by Hurricane [NAME], please contact [POINT PERSON] to find out how to receive assistance.

## After

[ORGANIZATION] Alert: Due to Hurricane [NAME], our office is closed. Please work with your manager about working remotely and when to return to the office.

[ORGANIZATION] Alert: If you can't travel to the office, please contact your manager to discuss alternative working arrangements.

## Poll Question

This is your [ORGANIZATION TEAM]. Please choose a response that describes your status.

1. I am OK and have been evacuated.
2. I am OK and in an area that is not being impacted by the hurricane at this time.
3. I am OK, but I'm in an area that is being impacted by the hurricane.

# Tornadoes

## Tornado Watch

[ORGANIZATION] Alert: A tornado watch is in effect for [LOCATION] until [DATE/TIME]. Please be prepared to seek shelter if necessary.

## Tornado Warning

[ORGANIZATION] Alert: A Tornado Warning is currently in effect for [LOCATION]. Move to a windowless interior room away from hazardous materials. Wait for an All Clear.

## All Clear

[ORGANIZATION] Alert: All Clear. Tornado Warning is discontinued. Report any injuries, gas or chemical smells or damage to your building at [PHONE NUMBER].

## Tornado Drill — Watch

[ORGANIZATION] Alert: THIS IS A DRILL. A tornado watch is affecting [LOCATION]. Prepare to seek shelter if needed. Actual conditions are safe. This is a drill.

## Tornado Drill — Warning

[ORGANIZATION] Alert: THIS IS A DRILL. A tornado warning is affecting [LOCATION]. Please seek shelter immediately according to your team guidelines. This is a drill.

## Tornado Drill — Conclusion

[ORGANIZATION] Alert: The tornado drill has concluded and you may return to your work station. Thank you for your participation.

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# 🔥 Wildfires

[ORGANIZATION] Alert: Wildfire Warning! There has been a wildfire spotted on or near [LOCATION].

## Poll Question

[ORGANIZATION] Alert: A wildfire warning has been issued in your area. [CLICK LINK]

Are you in a safe area?

1. Yes
2. No

# Winter Storms

[ORGANIZATION] Alert: There is a threat of severe winter weather at [LOCATION]. Take appropriate measures to ensure your personal safety.

[ORGANIZATION] Alert: [LOCATION] is closed [DAY AND DATE] due to road conditions. Work from home if possible.

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# Conclusion

Implementing guidelines to follow during severe weather events or natural disasters, as well as having a mass notification system will help your company be ready when the time comes. Having precreated templates in your system will guarantee the right message gets out to your staff at the right time. Your employees, regardless if they are in the office, traveling or working in the field, will know what actions to take and where to go. The preparation will keep them safe and secure during severe weather, while you get your business operations up and running.

**TALK WITH AN EXPERT**

RAVE
M O B I L E   S A F E T Y