



## Inclement Weather Alert Employee Communication Checklist

When severe weather conditions are identified, employees should be immediately notified to raise awareness that dangerous conditions may exist and that precautions should be taken to avoid and prevent injuries. We recommend your communication systems promptly notify all employees, including those that will be coming in for a shift and those that will be leaving the building to go home or to travel for business purposes.

This checklist is intended to assist management in assessing and reviewing their existing Inclement Weather Alert and Employee Communication program. It may help to identify areas for improvement within your current program, and overall reduce the number of injuries related to severe weather.

<input type="checkbox"/>	Is an existing written Inclement Weather Alert / Employee Communication Program currently in place?
<input type="checkbox"/>	Is a team designated to monitor weather conditions and send weather alerts if needed? Are the responsibilities of this team clearly documented within the plan? <ul style="list-style-type: none"><li>+ Has this team been trained in their responsibilities through the plan and have they reviewed the functionality of the plan within the past year?</li><li>+ Are all of these team members equipped with weather monitoring radios, apps, websites, etc.? A radio may be necessary in the event that cellular service drops.</li></ul>
<input type="checkbox"/>	Are all employees aware that the plan is in place and what procedures are in place to alert them of inclement weather that could cause hazardous conditions?
<input type="checkbox"/>	Are communication systems used to notify employees of severe weather regularly checked and updated? These may include: <ul style="list-style-type: none"><li>+ Email blasts to their devices and cellphones</li><li>+ Announcements over an intercom or PA system</li><li>+ Screen monitors throughout the facilities</li><li>+ Company Intranet and website postings</li></ul>
<input type="checkbox"/>	Are maintenance personnel aware of their responsibilities once inclement conditions have been identified based on your company policy?

### GOOD SOURCES FOR WEATHER ALERT INFORMATION:

- **NATIONAL WEATHER SERVICE:** website: <https://radar.weather.gov>
- **NOAA WEATHER RADAR LIVE:** (free app for Android or iOS)
- **THE WEATHER CHANNEL:** website: <https://weather.com/maps/usdopplerradar> (free app for Android or iOS)
- **ACCUWEATHER:** website: <https://www.accuweather.com/en/us/national/weather-radar> (free app for Android or iOS)