

**Date:** [Insert Date]

**To:** All Residents/Employees/Tenants

**Subject:** Emergency Snow and Ice Removal Procedures

Dear [Name/Team],

With the forecast indicating severe winter weather, we are implementing our emergency snow and ice removal procedures to ensure the safety and accessibility of the premises. Please review the following guidelines:

**1. Priority Areas**

Removal efforts will begin with main entrances, emergency exits, and handicap-accessible ramps. Secondary paths and parking lots will be cleared once primary routes are safe.

**2. Vehicle Parking**

Please move all vehicles to [Insert Designated Area] by [Insert Time] to allow snowplows to clear the parking lots effectively. Vehicles left in restricted areas may be towed at the owner's expense.

**3. Salt and Sand Application**

Maintenance crews will be applying salt and sand to walkways. Please exercise extreme caution as "black ice" may still be present even after treatment.

**4. Restricted Zones**

Please stay clear of active snow removal equipment. For your safety, do not walk behind plows or tractors while they are in operation.

**5. Reporting Hazards**

To report a specific ice hazard or a missed area that requires urgent attention, please contact [Insert Name/Department] at [Insert Phone Number/Email].

We appreciate your cooperation in keeping our community safe during this winter storm.

Sincerely,

[Your Name/Signature]

[Your Title]

[Company/Property Name]