

Date: [Insert Date]

To: [Insert Recipients - e.g., All Employees/Residents]

Subject: Emergency Snow Storm Procedure and Safety Guidelines

Dear [Insert Name/Team],

As we prepare for the upcoming winter season, please review the following emergency procedures and safety guidelines regarding snow storms and severe winter weather.

1. Communication Protocols

- **Weather Alerts:** Management will monitor local weather reports. In the event of a closure or delayed opening, notification will be sent via [Insert Method - e.g., Email/SMS/Phone Tree] by [Insert Time].
- **Status Updates:** Please check [Insert Website/Social Media/Internal Portal] for real-time updates regarding facility status.

2. Building and Site Access

- **Snow Removal:** Snow clearing crews will prioritize [Insert Priority Areas - e.g., Main Entrances, Emergency Exits, and Handicap Parking].
- **Entry Points:** During active storms, please use [Insert Specific Entrance] only, as other exits may be blocked by snow accumulation.
- **Ice Safety:** Be cautious of "black ice." Walk only on designated, salted pathways.

3. Safety Procedures

- **Dress Appropriately:** Wear insulated, waterproof clothing and slip-resistant footwear if you must go outdoors.
- **Power Outages:** In case of a power failure, [Insert Instruction - e.g., use emergency flashlights located at stations and wait for further instructions]. Do not use elevators.
- **Heating:** Do not use unauthorized portable heaters. Report any heating system failures to [Insert Department/Contact] immediately.

4. Emergency Contacts

- **Facility Management/Maintenance:** [Insert Phone Number]
- **Security Desk:** [Insert Phone Number]
- **Emergency Services:** 911

Please ensure your contact information is up to date in our records. Your safety is our primary concern. Stay warm and stay safe.

Sincerely,

[Your Name/Organization Name]
[Your Title]