

ANNUAL SEVERE WEATHER PREPAREDNESS ACKNOWLEDGMENT

Date: [Insert Date]

Employee Name: [Insert Employee Name]

Employee ID: [Insert Employee ID]

Subject: Acknowledgment of Safety Procedures and Emergency Protocols

I hereby acknowledge that I have received and reviewed the company's Severe Weather Preparedness guidelines for the current calendar year. By signing this document, I confirm that:

- I have read and understand the emergency evacuation routes and designated shelter-in-place locations.
- I am aware of the communication channels (email, text alerts, or phone tree) used by the company during weather-related emergencies.
- I understand my specific role and responsibilities in the event of severe weather during working hours.
- I know how to report my safety status to my supervisor following a significant weather event.
- I have been given the opportunity to ask questions regarding these safety protocols.

I understand that it is my responsibility to stay informed and adhere to all safety instructions provided by management or local authorities during an emergency situation.

Employee Signature

Date Signed

Supervisor/HR Witness Signature