

Date: [Insert Date]

To: All Staff / Residents / Tenants

From: Facility Management

Subject: URGENT: Winter Storm Warning and Facility Preparation

Dear Team,

The National Weather Service has issued a Winter Storm Warning for our area, effective from [Start Time/Date] to [End Time/Date]. We are expecting [mention conditions: heavy snow, ice, high winds, and freezing temperatures].

To ensure the safety of all occupants and the integrity of our facility, please adhere to the following preparation guidelines:

- **Heating and Windows:** Ensure all windows are tightly closed and locked. Do not prop open exterior doors. Set thermostats to a minimum of [Insert Temperature] degrees to prevent pipe bursts.
- **Electronics:** Unplug non-essential electronic equipment to protect against power surges. Ensure all backup batteries and flashlights are charged.
- **Plumbing:** In designated areas, leave faucets at a slight drip to keep water moving and prevent freezing.
- **Vehicle Safety:** If you must remain on-site, park vehicles away from designated snow plow routes and areas where ice may fall from the roof.
- **Travel:** Avoid unnecessary travel. If you must leave, ensure your vehicle has an emergency kit and notify management of your departure.

Emergency Contact Information:

- Facility Maintenance: [Insert Phone Number]
- Security Office: [Insert Phone Number]
- Emergency Services: 911

We will provide updates via [Email/Text/Phone] as the situation evolves. Please report any maintenance issues, such as leaks or loss of heat, immediately.

Stay safe and warm.

Sincerely,

[Your Name]
[Your Title]
[Organization Name]