

# Winter Storm Preparedness

Date: \_\_\_\_\_

To: [Business Name/Employees/Staff]

From: [Your Name/Your Position]

Subject: Winter Storm Preparedness Plan

Dear [Recipient's Name/Team],

As we approach the winter season, it is crucial that we prepare for the potential impact of winter storms on our business operations. To ensure the safety of all employees and minimize disruption, please review the following preparedness plan:

## 1. Stay Informed

Monitor local weather updates and forecasts. We will communicate any relevant information through [email, text alerts, etc.].

## 2. Employee Safety

Prioritize employee safety. If severe weather is forecasted, consider telecommuting options or flexible schedules.

## 3. Emergency Kit

Prepare an emergency kit for the office that includes items such as water, non-perishable food, first aid supplies, flashlights, and blankets.

## 4. Power Outages

Ensure that we have backup power sources and a plan for communicating with staff if the office loses power.

## 5. Communication Plan

Establish a communication plan for keeping everyone informed about office closures or changes in operations.

We appreciate your attention to this important matter. Please feel free to reach out with any questions or suggestions regarding our winter storm preparedness plan.

Thank you for your cooperation!

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]