

# Utility Storm Planning Advisory

Date: [Insert Date]

To: [Community Name/Local Government]

From: [Utility Company Name]

## **Subject: Storm Preparedness and Safety Measures**

Dear [Community Leader/Local Officials],

As we approach the storm season, it is crucial for our communities to be prepared for potential severe weather events. Below are some essential tips and guidelines to ensure safety and minimize disruptions:

### **Before the Storm:**

- Review your emergency preparedness plans with all residents.
- Ensure that emergency kits are stocked with necessary supplies, including food, water, and medications.
- Secure any outdoor items that could become projectiles during high winds.

### **During the Storm:**

- Stay indoors and avoid travel unless absolutely necessary.
- Keep battery-powered radios or charged devices on hand for updates.
- Stay away from windows and doors to protect against flying debris.

### **After the Storm:**

- Only venture outside once authorities confirm it is safe to do so.
- Report downed power lines or hazardous conditions to the utility company.
- Assist neighbors, especially the elderly or disabled, with restoration efforts.

We are committed to ensuring safe utility services during storm events. For further assistance or to coordinate service restoration efforts, please contact our emergency hotline at [insert phone number].

Thank you for your attention to these important safety measures.

Sincerely,

[Your Name]

[Your Title]

[Utility Company Name]

[Contact Information]