

Emergency Procedure Instructions for Extreme Weather Travel

Date: [Insert Date]

To: [Insert Name/Department]

From: [Insert Your Name/Department]

Subject: Travel Emergency Procedures During Extreme Weather

Dear [Recipient's Name],

As we approach the season of extreme weather, it is crucial to ensure the safety of all personnel during travel. Please adhere to the following emergency procedure instructions:

Before Travel:

- Check weather forecasts and advisories for the entire route.
- Inform your supervisor of your travel plans and estimated arrival time.
- Ensure your vehicle is equipped with emergency supplies, including water, blankets, and a first aid kit.

During Travel:

- Stay tuned to local weather updates via radio or mobile apps.
- If conditions worsen, find a safe place to stop and wait until it is safe to continue.
- Do not attempt to drive through flooded roads or heavy snow without proper equipment.

If You Encounter an Emergency:

- Stay calm and prioritize your safety and the safety of others.
- Contact emergency services if needed and provide your location and situation details.
- Use your emergency supplies to stay warm and hydrated while waiting for help.

After Travel:

- Check in with your supervisor upon reaching your destination.
- Report any incidents or near misses for review and training purposes.

Your safety is our primary concern. Please keep these instructions with you during your travels.

For any questions or further assistance, feel free to reach out.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]