

Emergency Response Procedures for Storm-Related Utility Issues

Date: [Insert Date]

Dear [Recipient's Name],

In light of recent storm forecasts, we would like to outline our emergency response procedures concerning utility issues that may arise. Your safety and continued service are our top priorities. Please review the following guidelines:

Emergency Contact Information

If you experience any utility issues, please contact our emergency response team immediately at:

- Phone: [Insert Phone Number]
- Email: [Insert Email Address]

Safety Precautions

In the event of a storm, please observe the following safety tips:

- Stay indoors and avoid unnecessary travel.
- Avoid downed power lines and report them to authorities.

Reporting Utility Issues

For any utility disruptions, please provide the following information when contacting us:

- Your name and contact information.
- Type of utility issue (e.g., power outage, water leak).
- Your address and location details.
- Any additional relevant information.

Updates and Information

Stay informed by monitoring our website and local news for updates regarding service interruptions and restoration timelines.

Thank you for your attention to these important procedures. We are committed to serving you during these challenging conditions.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]