



# Winter Weather Preparation and Response Checklist

Prepare and protect your people and business during the winter



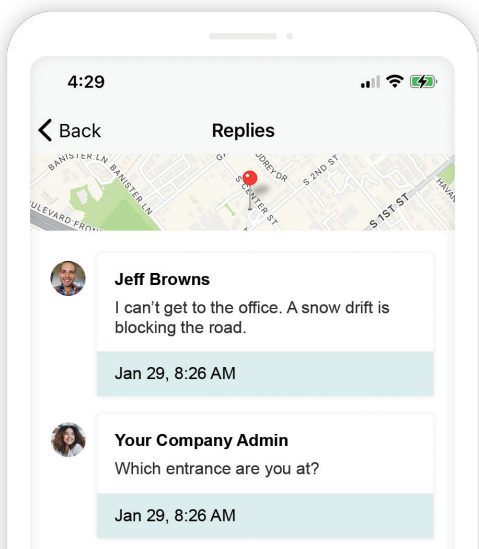
## Before [How to Prepare]

### ASSESS

- ☐ Determine which threats will impact your people and business the most
  - Dangerously cold temperatures and ice
  - Power/systems outages
  - Flu, COVID-19, or other illnesses
  - Electrical fires and safety hazards
  - School or facility closures
- ☐ Evaluate the status and needs of your people, assets, and facilities
  - Office workers
  - Remote workers
  - Outside workers
  - Traveling employees
  - Company-owned equipment and vehicles
- ☐ Implement a local threat monitoring system like AlertMedia
  - Maintain a database of current employees' home addresses
  - Identify impacted employees based on their locations

### DETERMINE WHO'S RESPONSIBLE

- ☐ Establish a clear chain of command and backups to ensure business continuity
- ☐ Make a list of employees, contractors, and suppliers who might be affected



### MAKE A PLAN FOR EACH THREAT

- ☐ Clearly define a timeline to execute your plan for each threat
- ☐ Develop a checklist of things you must do for each threat
- ☐ Ensure all necessary emergency equipment is on hand and serviceable
  - Company vehicles (with full gas tanks)
  - Vehicle safety kit, including snow chains, first aid kit, blankets
  - AlertMedia app installed on all phones
  - Fire extinguishers
  - HVAC systems
- ☐ Create contingency plans in case employees cannot perform their expected job duties due to technology or infrastructure failures
- ☐ Prepare for travel delays or transportation issues preventing employees from reaching the office
- ☐ Develop detailed plans for securing sensitive assets, data, and equipment
- ☐ Rehearse!

### KEEP EVERYONE INFORMED

- ☐ Implement a two-way, multichannel communication system, like AlertMedia
- ☐ Update contact data
  - Set up frequent, automated data syncs with internal systems
- ☐ Build notification templates in AlertMedia to save time, or use our pre-populated templates ([download them for free here](#))
- ☐ Sign up for automatic threat warnings and weather alerts using AlertMedia
- ☐ Use a travel risk management system to monitor for emerging threats near business travelers' locations and ensure you can reliably communicate with them while they are away from home

## During [What to Do]

### ACT

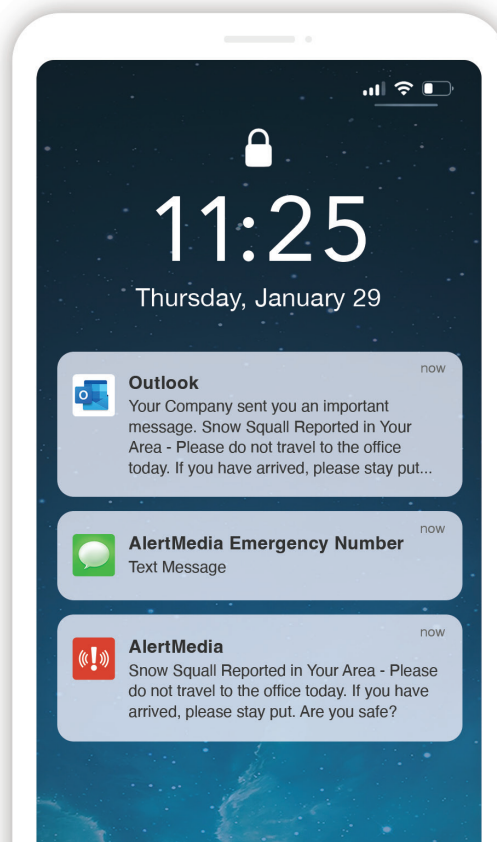
- ☐ Activate response teams
- ☐ Monitor ongoing local threats as they develop
- ☐ Secure all windows, doors, and outdoor objects/equipment
- ☐ Assist employees as they prepare residential areas for the possibility of snow and ice
- ☐ Videotape/photograph the interior/exterior of facilities for insurance purposes
- ☐ Check weather stripping and replace where necessary to prevent melted snow/ice from causing post-storm damage
- ☐ Plan for snow and ice removal once the storm has passed

### MOVE

- ☐ Prevent property damage or loss by relocating/storing sensitive data, assets, and equipment away from water lines, which may burst in a freeze
- ☐ Relocate employees to safe locations
- ☐ Terminate nonessential operations within 12 hours of impact
- ☐ Move company vehicles to a secure area
- ☐ Use snow chains and/or snow tires on company vehicles when necessary

### COMMUNICATE

- ☐ Remind employees to take necessary precautions
- ☐ Activate two-way communication channels with employees
- ☐ Use AlertMedia's Event Pages to provide one source for the latest updates
- ☐ Coordinate efforts for snow and/or ice removal
- ☐ Provide regular updates on the storm's progress and your actions, including:
  - IT support for remote workers experiencing technical issues
  - Office closures
  - People impacted
  - Evacuation routes
  - Systems outages
- ☐ Set up automatic threat warnings to go to your employees directly

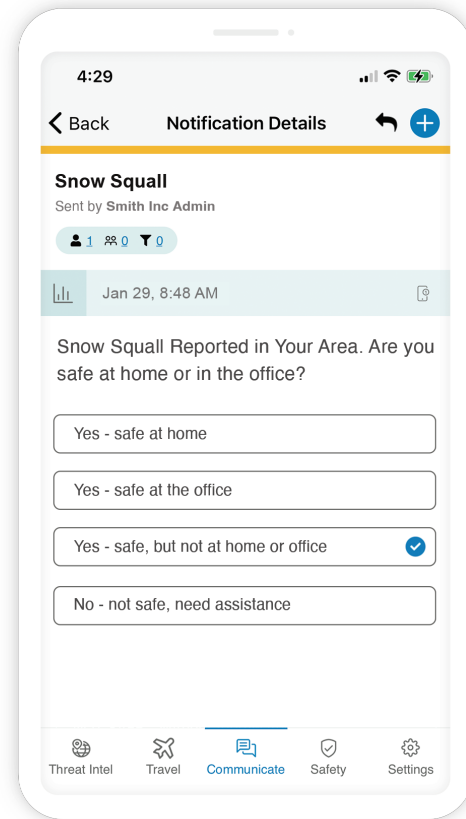




## After [The Recovery]

### EVALUATE AND SUPPORT RECOVERY

- ☐ Use AlertMedia's survey function to get status updates from all stakeholders
- ☐ Deploy resources to employees in need
- ☐ Identify any safety hazards
- ☐ Use AlertMedia's SMS, email, and mobile push notifications to disseminate important information, including:
  - Office closures
  - People impacted
  - Relief information
- ☐ Establish work assignments based on employee status and availability
- ☐ Prioritize business continuity efforts
- ☐ Update employees once safe to resume normal operations



## AlertMedia can help you protect your people and business from winter weather threats.

With AlertMedia, you can monitor threats, mitigate travel safety risks, and communicate with all your employees from one simple interface. With around-the-clock, verified intelligence and direct access to meteorologists, your business will always have the most accurate and reliable information on winter hazards so you can keep your employees safe and informed.

**SCHEDULE A DEMO**

