



Winter Weather Alert and Employee Communications Checklist

Sources for Winter Weather Alert Information

- **The National Weather Service** — provides weather and climate forecasts and warnings through a collection of national and regional centers, as well as 122 local weather forecast offices. <http://www.weather.gov>
- **The Weather Channel** — Provides live forecasts, radar and severe weather alerts from the meteorologists at The Weather Channel. <http://www.weather.com>

This document is intended to help management review its current Winter Weather Alert and Employee Communication System. The checklist can be used as a starting point for reviewing your company's current plan and to discuss ideas for where improvements can be made in the program to reduce slip and fall injuries this winter.

Once severe winter weather conditions have been identified, employees need to be quickly notified that dangerous slip and fall conditions may exist and that proper precautions need to be taken to prevent injury. Your communication systems need to properly alert employees that are coming onto the premises, leaving the building or traveling on business by vehicle.

Keep in mind when researching, downloading or installing various types of software, computer applications or alert systems, management should work closely with their IT department to leverage technical expertise and ensure applications are compatible with existing systems.

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Program Component	In Place: Yes or No	
	Yes	No
A written Winter Weather Alert and Employee Communications plan or policy is in place.		
A winter weather advisory team and/or employee(s) have been designated to monitor winter weather conditions and communicate alerts when necessary.		
The responsibilities of the team have been clearly documented within the plan.		
A recent meeting or training has been completed with the team to review the written plan, make suggestions for improvement and review responsibilities. Date of meeting_____.		
The contents of the program have recently been communicated to all employees to remind them of the procedures in place.		
Live radio station broadcasts are monitored during periods of winter weather.		
A NOAA weather radio meeting the Public Alert Standard is available and monitored. The weather radio has been programmed with the correct SAME technology codes specific to your geographic area (refer to the United Heartland resource document on weather radios for more information).		
Team members have researched and selected computer desktop websites, widgets, screen savers and weather links, which are monitored for changing weather conditions.		
Email alerts have been established (refer to the United Heartland resource document on computer desktop software, widgets, screen savers and web links for more information).		
Team members have researched and selected smartphone applications which can be monitored by employees (refer to the United Heartland resource document on Smart Phone applications for more information).		
Employee communication systems related to winter weather advisories and alerts have recently been evaluated and updated.		
IT has been engaged to review the various ways that employees can be notified of winter weather advisories, alerts and slippery walking conditions. These may include: <ul style="list-style-type: none"> • Email blasts to their desktop computers & smartphones • Announcements over a public address system • Electronic monitors in hallways & entrances • Company Intranet and website postings 		
Building and grounds, facilities, or maintenance personnel have been engaged to verify that the alert system will provide communication to appropriate personnel to implement corrective actions. This may include: <ul style="list-style-type: none"> • Placing temporary “Slip and Fall Hazard” warning signs or orange safety cones along building exits and walkways to alert employees leaving the property. • Placing temporary “Slip and Fall Hazard” warning signs at the entrances to parking lots to alert employees coming onto the property. 		
Facility closing procedures related to severe winter weather conditions have been developed. These systems may include such things as automatic notification systems to employee homes, dedicated phone numbers employees may call to learn of possible closings, etc.		
Procedures are in place to contact employees who work offsite, such as company truck drivers, employees traveling to customers, etc.		