

Inclement Weather

1) Purpose:

- a) The purpose of this Standard Practice (SP) is to outline the procedures and guidelines to be followed during inclement weather conditions to ensure the safety of employees, tenants, and visitors, and to minimize disruptions to operations.

2) Scope:

- a) This SP applies to all employees, tenants, and contractors and is applicable to all properties managed by the organization.

3) Inclement Weather Conditions:

- a) Inclement weather conditions include but are not limited to hurricanes, severe thunderstorms, heavy snowfall, ice storms, tornadoes, and extreme temperatures.

4) Monitoring and Alert System:

- a) [Company/Organization Name] will establish a reliable system to monitor weather conditions. This may involve subscribing to weather alert services, monitoring local weather stations, or utilizing other credible sources of weather information.
- b) Designated personnel shall be responsible for monitoring weather conditions and providing timely updates to the appropriate parties.

5) Communication and Notification:

- a) In the event of inclement weather, the designated personnel will promptly communicate the situation to stakeholders based on the severity and location of the severe weather.
- b) Communication methods may include email, text messages, phone calls, or other established means of communication within the organization.

6) Safety Precautions:

- a) Employees, tenants, and visitors should be educated about general safety precautions to take during inclement weather conditions, including sheltering-in-place, evacuation routes, and emergency contact information.
- b) Regular safety drills and training sessions should be conducted to ensure everyone is familiar with emergency procedures.

7) Property Inspections and Maintenance:

- a) Regular property inspections should be conducted before and after inclement weather events to assess any damages, risks, or hazards.
- b) Maintenance staff should promptly address any identified issues to ensure the safety and functionality of the property.
- c) Clear procedures should be established for handling emergency repairs during inclement weather.

8) Business Continuity:

- a) Critical business functions, such as emergency services, security, and essential property operations, should be identified and prioritized for continuity during inclement weather events.

- b) Backup systems, generators, and alternative communication methods should be in place to ensure uninterrupted operations as much as possible.

9) Tenant and Visitor Communication:

- a) Tenants and visitors should be informed about inclement weather procedures and provided with emergency contact information.
- b) Regular updates should be communicated to tenants regarding the status of the property, any closures, or changes in operations.

10) Return to Normal Operations:

- a) After the inclement weather has subsided and it is safe to do so, designated personnel should conduct an assessment of the property to ensure it is ready for normal operations.
- b) Communication should be sent to employees, tenants, and other relevant parties regarding the resumption of regular operations.

11) Documentation and Review:

- a) All incidents and actions taken during inclement weather events should be documented for future reference and review.
- b) Regular reviews and evaluations of this SP should be conducted to identify areas for improvement and ensure its continued effectiveness.