Hurricane Communication Templates

Multichannel communication for every phase of the storm

Hurricane Communication Templates

Hurricanes can be extremely destructive and sometimes unpredictable. Having clear messaging ready to go for common hurricane scenarios will help you avoid unnecessary risks to your people and business. Think about each phase of a storm and how you can communicate with your team to keep them safe and calm.

The following communication templates will help you quickly respond during each phase of a hurricane

HURRICANE PREPAREDNESS

Ensure your team knows how to prepare their homes and avoid danger before hurricane season begins.

EMERGENCY ALERT TEST

Test your communication system to ensure your employees know how to respond and you don't have data gaps.

STORM APPROACHING

Proactively warn your people about an incoming storm to raise awareness and begin the preparation phase.

EVACUATION ORDER

Let your employees know about the status of mandatory evacuations and how they will impact your business.

LEADERSHIP CONFERENCE CALL

Quickly connect leadership teams or regional managers to discuss a coordinated response to approaching storms.

OFFICE CLOSURE

Keep your people up to date about any office closures or work stoppages caused by the storm.

ALL-CLEAR NOTIFICATION

Inform your people when the storm is over and business operations are back to normal, along with any information they need to resume work.

EMPLOYEE ASSISTANCE

As the storm approaches, communicate with your people about how you can help them better prepare for the storm.

POST-HURRICANE WELLNESS SURVEY

Check in with your people to quickly assess their ongoing needs after the storm and how your business can help.

Choosing the Right Communication Channels

Tailor your message to each communication channel to ensure it reaches the right people, in the right way, at the right time. Here are a few best practices to keep in mind:

TEXT MESSAGES should be brief, preferably fewer than 160 characters. They are best for time-sensitive, urgent matters. When you want to give more detail with a text message, provide a link to an internal page where employees can access additional information.

EMAILS can convey longer messaging to your audience and are best when you need to go into more detail about less time-sensitive matters.

VOICE CALLS are appropriate when you want to urgently convey a short and simple message to all members of your audience via their telephone number on file, even if their phone isn't capable of receiving text messages.

MOBILE APP NOTIFICATIONS should be short messages, around 20 words, and are a great option when you'd like to notify your audience and allow them to communicate information back to you through the mobile app.

RESOURCE PAGES allow you to provide more helpful details about an event while reserving notifications for urgent updates. You can share an intranet or internet link through any of the above channels.
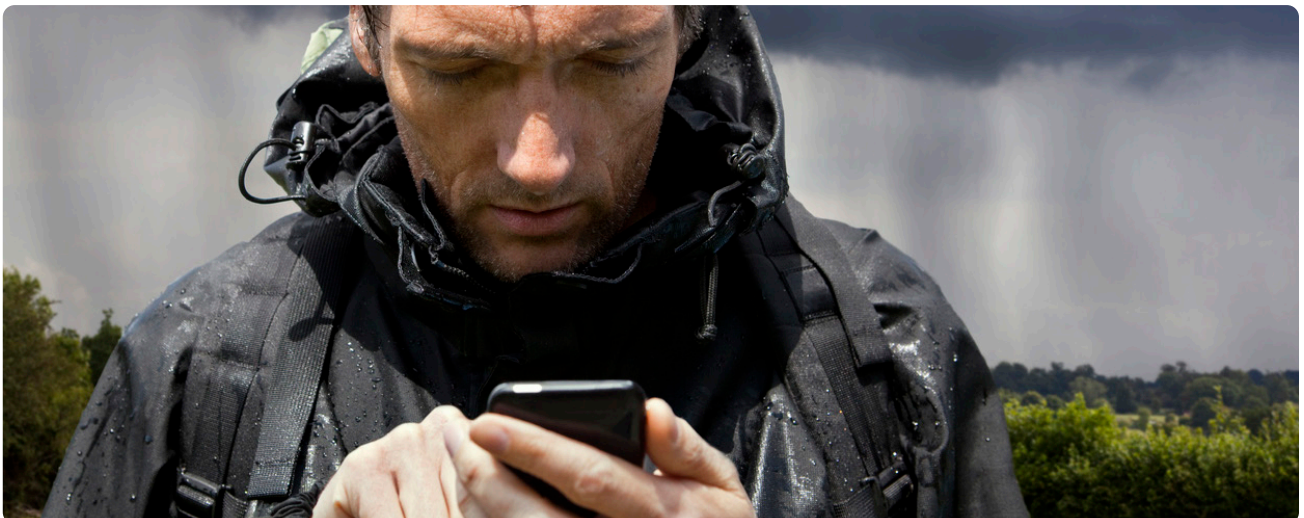
Hurricane Preparedness Template

Hurricanes pose a serious risk to safety and can cause significant damage to property. It is important to give your employees resources and recommendations to help them weather any storm. Add preparation checklists, weather forecasts, maps with local evacuation shelters, company policies, and more to an intranet page. Your team can check the page for updates and download resources from one place.

Text Message

Hurricane season begins June 1. Your safety is our top priority. We put together some resources to help you prepare your home and family. Please visit the resource page for more information.

Email

Hurricane season begins June 1. Your safety is our top priority. We put together some resources to help you prepare your home and family:

- [insert resource link]

Please visit the resource page for more information.

Phone

Hurricane season begins June 1. Your safety is our top priority. We put together some resources to help you prepare your home and family. Please visit the resource page for more information.

Mobile App Notifications

Hurricane season begins June 1. Your safety is our top priority. We put together some resources to help you prepare your home and family. Please visit the resource page for more information.

Emergency Alert Test Template

Testing your communication system regularly ensures that your team knows what to expect and how to respond. It also helps you identify gaps in data like missing phone numbers or emails.

Bad data can put your people at risk of not receiving emergent messages or instructions, like an evacuation order. We recommend sending your employees a read confirmation notification when testing so they can verify receipt.

Text Message

TEST: This is a test of our emergency communication system. We want to keep you updated about approaching storms and evacuation notices this hurricane season. Please verify receipt of this message.

Email

TEST: This is a test of our emergency communication system. Hurricane season runs from June 1 through November 30. We want to be sure we have the right contact information to keep you updated about approaching storms, evacuation notices, and helpful resources. We will send you important updates from this number. If you would like to update your contact information, please reach out to your supervisor for help.

Phone

TEST: This is a test of our emergency communication system. Please verify receipt of this message.

Mobile App Notifications

TEST: This is a test of our emergency communication system. We want to be sure we have the right contact information to keep you updated about approaching storms this hurricane season. Please verify receipt of this message.

Storm Approaching Template

Fortunately, most hurricane paths can be predicted while they're still days away from impacting your business. Prepare your people and minimize loss for your company by proactively communicating hurricane details in advance of the storm making landfall. These early messages should prepare your people for a potential office closure as the hurricane approaches.

Text Message

Your location is in the projected path of Hurricane [NAME]. We will provide updates on office closures and evacuation orders as the storm progresses.

Email

[NAME OF CITY] is in the projected path of Hurricane [NAME]. As the storm progresses, we will provide updates on office closures, evacuations, and expected impacts. Please take home your computers/chargers (and other items necessary to complete your job) to prepare for unplanned office closures. If you are currently working remotely from a location other than your listed home address, please reply to this email with your current location. Please contact your supervisor about any questions or concerns you have. You can also call [CONTACT NAME AND PHONE] with any questions and concerns.

Phone

[NAME OF CITY] is in the projected path of Hurricane [NAME]. As the storm progresses, we will provide updates about office closures, evacuations, and expected impacts. Please contact your supervisor about any questions or concerns you have. Check your company email for more information.

Mobile App Notifications

We are monitoring Hurricane [NAME] and will keep you updated as the storm progresses. Stay tuned for updates on office closures, evacuations, and expected impacts.

Evacuation Order Template

By the time a mandatory evacuation is ordered, your audience will be well aware of the storm, and your office will likely already have been closed. The purpose of notifications at this time will be to inform your people of the evacuation mandate and let them know that your office will remain closed indefinitely.

Text Message

A mandatory evacuation has been ordered for [NAME OF CITY] as of [TIME AND DATE]. Our office will remain closed until further notice. For the latest updates, visit our resource page.

Email

A mandatory evacuation has been ordered for [NAME OF CITY] as of [TIME AND DATE]. Our office will remain closed until further notice. Please continue to check in with your supervisor for instructions regarding your work arrangements.

If you are currently working remotely from a location other than your listed home address, please reply to this email with your current location.

You can find more information about evacuation routes, storm tracking, and the status of our office closure by visiting our resource page for the latest updates. If you need assistance, you can call [CONTACT NAME AND PHONE].

Phone

A mandatory evacuation has been ordered for [NAME OF CITY] as of [TIME AND DATE]. Our office will remain closed until further notice. Please continue to check in with your supervisor for instructions. If you need assistance, please call [CONTACT NAME AND PHONE].

Mobile App Notifications

A mandatory evacuation has been ordered for [NAME OF CITY] as of [TIME AND DATE]. Our office will remain closed indefinitely.

Leadership Conference Call Template

Providing clear and consistent direction across your entire organization is a critical part of an effective emergency response. Align leadership and regional teams on key initiatives—like consistent messaging and chain of command—so everyone is prepared to respond in the event of an approaching hurricane.

Text Message

A hurricane is forecast to make landfall in [LOCATION] on [DATE]. Please join the conference call to align on our response and communication plans.

Email

A hurricane is forecast to make landfall in [LOCATION] on [DATE]. Please join the conference call to align on our response and communication plans.

Phone

A hurricane is forecast to make landfall in [LOCATION] on [DATE]. Please join the conference call to align on our response and communication plans.

Mobile App Notifications

A hurricane is forecast to make landfall in [LOCATION] on [DATE]. Please join the conference call to align on our response and communication plans.

Office Closure Template

The inclement weather during a hurricane will often make office closures necessary. From high winds to flooding, limiting travel during even a mild hurricane is usually recommended. Update your people about office closures to prevent any unnecessary travel or confusion during ongoing weather situations.

Text Message

Due to severe weather caused by Hurricane [NAME], the [LOCATION] office will be closed on [DAY OF WEEK AND DATE]. For the latest updates, visit our resource page.

Email

Due to severe weather caused by Hurricane [NAME], the [LOCATION] office will be closed on [DAY OF WEEK AND DATE]. Contact your supervisor to make arrangements and discuss your work schedule.

If you need to access the office before the storm arrives, please contact [CONTACT NAME] to coordinate.

We will update you [FREQUENCY] on the status of the office closure. For the latest updates, visit our resource page.

Phone

Due to severe weather caused by Hurricane [NAME], the [LOCATION] office will be closed on [DAY OF WEEK AND DATE]. Please contact your supervisor with your questions. Check your company email for more information.

Mobile App Notifications

Due to severe weather caused by Hurricane [NAME], the [LOCATION] office will be closed on [DAY OF WEEK AND DATE].

All-Clear Notification Template

Once the storm has come to an end and local authorities have deemed it safe, you should let your people know that the inclement weather is over. For those who will be returning to the facility, provide details about the office reopening and how they should navigate the aftermath of the storm.

Text Message

> Our office will be reopening [DAY OF WEEK AND DATE] for regular hours. If you are not currently approved to work remotely, please contact your supervisor if you can't make it into the office.

Email

> The severe weather from Hurricane [NAME] has moved out of our area, and our office will be reopening [DAY OF WEEK AND DATE] for regular hours.
>
> If you are not currently approved to work remotely, please contact your supervisor if you can't make it into the office to make arrangements. If you have other questions or concerns, reach out to [CONTACT NAME AND EMAIL].

Phone

> The severe weather from Hurricane [NAME] has moved out of our area, and our office will be reopening [DAY OF WEEK AND DATE] for regular hours. If you are not currently approved to work remotely, please contact your supervisor if you can't make it into the office.

Mobile App Notifications

> The severe weather from Hurricane [NAME] has moved out of our area, and our office will be reopening [DAY OF WEEK AND DATE].

Employee Assistance Template

As a storm approaches, your employees will start to prepare their personal property for severe weather. Proactively reaching out and asking if they need help preparing for the storm will minimize damage and ensure timely recovery for your business and people. Reach out before severe weather strikes to stay ahead of the storm.

Text Message

> If you need assistance preparing for Hurricane [NAME], please reply to this message.

Email

> We're offering assistance to [COMPANY NAME] employees to prepare for Hurricane [NAME]. Many of our employees are preparing their homes and families for a potential evacuation. If you'd like assistance in your preparation, please reach out to [CONTACT NAME AND PHONE].

Phone

> We're offering assistance to [COMPANY NAME] employees to prepare for Hurricane [NAME]. If you'd like assistance, email [CONTACT EMAIL].

Mobile App Notifications

> We're offering assistance to [COMPANY NAME] employees to prepare for Hurricane [NAME]. Check your company email for more information.

Post-Hurricane Wellness Survey Template

The ongoing recovery after a hurricane can mean a loss in productivity for your people and business. Reach out to assess your employees' recovery needs and help them get back on their feet faster after a storm.

Text Message

Need hurricane recovery assistance? Please reply to this message.

Email

We're offering assistance to [COMPANY NAME] employees in their Hurricane [NAME] recovery efforts. If you'd like assistance in your recovery efforts, reach out to your supervisor so we can learn more about what help you need.

Phone

We're offering assistance to [COMPANY NAME] employees in their Hurricane [NAME] recovery efforts. If you'd like assistance, email [CONTACT EMAIL] so we can learn more about what help you need.

Mobile App Notifications

We're offering assistance to [COMPANY NAME] employees in their Hurricane [NAME] recovery efforts. Check your company email for more information.

AlertMedia

Weather Any Storm With AlertMedia
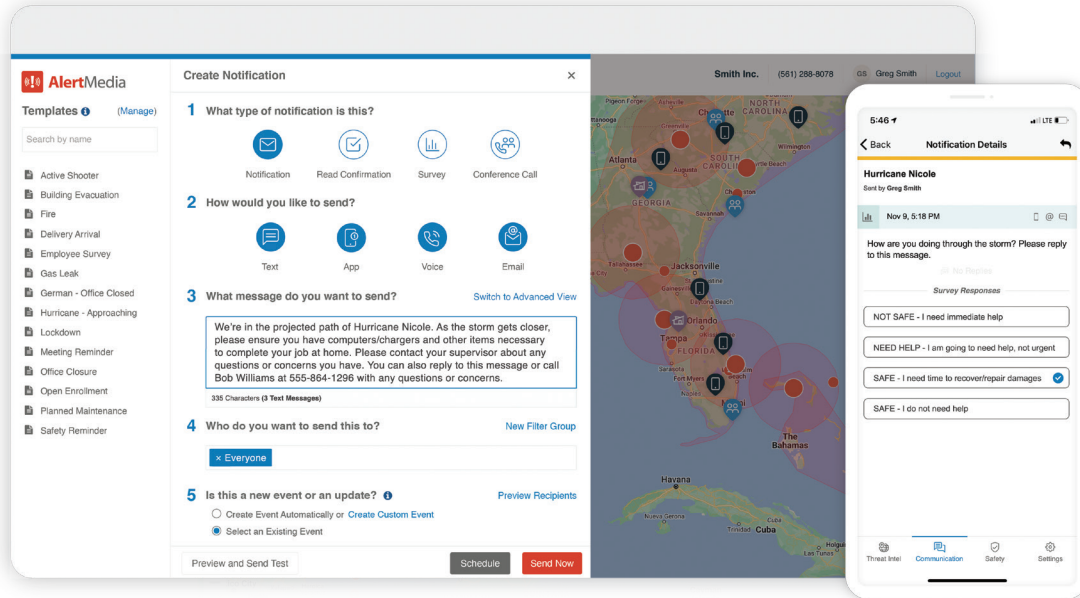
AlertMedia's fully integrated threat intelligence, two-way communication, and travel risk management solution helps organizations protect their people and business through all phases of an emergency—no matter where they are—all from a single interface. Trusted by thousands of leading businesses in more than 130 countries, our emergency communication platform will help you navigate any crisis, execute an effective response, and ensure your people are safe, informed, and connected.

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