

Severe Weather Alert

Date & Time Issued: _____

Issued By: _____

Event Name: _____

Event Location: _____

Weather Type: Thunderstorm Tornado Flood Extreme Heat Other: _____

Severity: _____

Alert Summary

Potential Impact

Action Required

Cancel event Delay event Move event indoors Notify Attendees Other: _____

Key Contacts

Event Lead: _____

Safety Officer: _____

Local Emergency #: _____

Important Notes:

- Always consult local weather authorities before making final event decisions.
- Share this alert and any updates with all team members and stakeholders.
- Review and rehearse emergency procedures regularly.
- Maintain an updated list of emergency contacts at all times.
- Keep this document accessible during all event phases.