

# Severe Weather Alert

Date & Time Issued: \_\_\_\_\_

Issued By: \_\_\_\_\_

Event Name: \_\_\_\_\_

Event Location: \_\_\_\_\_

Weather Type:    ⚡ Thunderstorm    🌀 Tornado    🌊 Flood    🔥 Extreme Heat    🌫 Other: \_\_\_\_\_

Severity: \_\_\_\_\_

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## Alert Summary

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## Potential Impact

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## Action Required

⚡ Cancel event    🕒 Delay event    🏠 Move event indoors    📢 Notify Attendees    🌫 Other: \_\_\_\_\_

## Key Contacts

Event Lead: \_\_\_\_\_

Safety Officer: \_\_\_\_\_

Local Emergency #: \_\_\_\_\_

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## 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.