

# Weather Contingency Plan Checklist

Project/Event: \_\_\_\_\_

Date: \_\_\_\_\_

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

## 1. Preparation & Monitoring

Checklist Item	Responsible	Status	Remarks
Identify potential weather hazards for the location and season	<input type="checkbox"/>		
Monitor local weather forecasts regularly	<input type="checkbox"/>		
Set threshold levels for action (e.g., wind speed, rainfall)	<input type="checkbox"/>		

## 2. Communication Strategy

Checklist Item	Responsible	Status	Remarks
Establish communication channels with event staff/teams	<input type="checkbox"/>		
Prepare emergency contacts list	<input type="checkbox"/>		
Designate spokespersons for public/media updates	<input type="checkbox"/>		

## 3. Response Actions

Checklist Item	Responsible	Status	Remarks
Activate warning protocols when weather thresholds are met	<input type="checkbox"/>		
Implement shelter-in-place or evacuation if necessary	<input type="checkbox"/>		
Secure equipment, materials, and structures	<input type="checkbox"/>		

## 4. Recovery & Debrief

Checklist Item	Responsible	Status	Remarks
Inspect site and assess for damages	<input type="checkbox"/>		
Document incidents and response effectiveness	<input type="checkbox"/>		
Review and update contingency plan as needed	<input type="checkbox"/>		

## Important Notes

- Regularly update and review the Weather Contingency Plan before each project or event.
- Ensure all team members know their roles and responsibilities related to severe weather response.
- Immediate action and clear communication are key during weather emergencies.
- Maintain accurate records of decisions and incidents for continuous improvement.