

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.