



SNOW & ICE STORMS

EMERGENCY PREPAREDNESS

CHECKLIST



Facility Assessment & Maintenance

- Inspect roofs, gutters, and downspouts for leaks or damage
- Check walkways, stairs, and parking areas for hazards
- Ensure exterior lighting is working
- Verify insulation and weatherproofing around windows and doors
- Test backup generators and fuel supplies

Supplies & Equipment

- Stock salt, sand, and ice-melting products
- Ensure shovels, snow blowers, and snow removal equipment are ready
- Maintain first aid kits, flashlights, and batteries
- Keep blankets, warm clothing, and emergency supplies on hand
- Confirm availability of portable heaters if needed

Employee Safety & Training

- Review winter-specific safety procedures with staff
- Assign roles for evacuation, snow removal, and emergency monitoring
- Communicate expectations for remote work or delayed openings
- Provide proper winter gear and protective equipment
- Schedule training or drills for winter emergency response

Communication & Alerts

- Establish notification systems for weather updates and emergencies
- Share evacuation routes and assembly points with employees
- Keep a list of key contacts (staff, emergency responders, suppliers)
- Set up alternate communication channels in case of outages

Operational Continuity & Recovery

- Identify critical business functions and prioritize essential operations
- Develop contingency plans for supply chain or staffing disruptions
- Document damages and repairs after storms for insurance and compliance
- Review lessons learned after each winter event to improve preparednes

