

Severe Weather Alert Templates

Before and During the Severe Weather Event

If possible, start sending out emergency notifications before a weather-related event occurs. These pre-storm warnings are critical to the safety and security of your team and community. The following are template messages you can input into your customizable emergency notification system.

Evacuation Order

Drill Message

SMS

[Agency Name] Alert: EVACUATION DRILL for [location] on [date] [time]. Proceed to your designated safety area NOW for more instruction.

Email

Subject: DRILL. This is an evacuation drill.

Body

It's time to begin the scheduled evacuation drill for [location]. Proceed to the designated evacuation area in an orderly fashion. Once you have reached the evacuation area, check in with your emergency coordinator [contact] or destination assistant [contact] for further instructions.

Live Message

SMS

[Agency Name] Alert: Evacuation Notice! Developing situation in [location] on [date] [time]. Proceed to designated area. Press 1 to confirm receipt.

Email

Subject: Evacuation Notice!

Body

Proceed to the designated evacuation area in an orderly fashion. There is no imminent threat: We are monitoring a developing situation in [location] on [date] [time]. Once you have reached the evacuation area, check in with your emergency coordinator [contact] or destination assistant [contact] for further instructions.





Storm Hotline

SMS

[Agency Name] Alert: Storm warning for [location] on [date] [time]! Call [number] for actions to take. For questions, contact your emergency management office.

Email

Subject: Alert! Storm warning!

Body

A storm warning is now in effect for [location] on [date] [time]. If inclement weather occurs, you can obtain status information by calling [number]. Stay safe!

Hurricanes

SMS

[Agency Name] Alert: A hurricane has been forecasted to impact [CITY, STATE] on [FORECASTED DATES OF STORM]. Stay alert to emergency messages regarding evacuations, closures and relevant instructions.

[Agency Name] Alert: HURRICANE WARNING for [location] on [date] [time]. TAKE SHELTER IMMEDIATELY! Press 1 to confirm receipt.

Email

Subject: Hurricane approaching!

Body

A hurricane has been forecasted to impact [location details] on [forecasted dates of storms] in the path of (Hurricane XYZ). Stay alert to emergency messages regarding evacuations, closures and relevant instructions.



Lightning Strikes

SMS

[Agency Name] Alert: LIGHTNING REPORTED IN [location details] on [date] [time]! Remain indoors or seek shelter immediately!

Email

Subject: LIGHTNING STRIKE! Seek shelter!

Body

There is currently a Severe Thunderstorm Warning for [area] on [date] [time]. During this time, lightning strikes are a safety concern. Stay inside during the storm. If you do have to go outside, avoid wearing metal. For information on safety during a potential lightning strike, visit [website].

Lightning strikes may hit transformers or other objects that could cause a major power outage. Prepare for this by having a candle and matches or a flashlight with batteries. Remember not to rely on your phone because you won't be able to charge it. Stay alert to emergency messages regarding evacuations, closures and relevant instructions.

High Wind

SMS

[Agency Name] Alert: HIGH WIND WARNING for [location details] on [date] [time]! Quickly secure any loose items outdoors and remain indoors to avoid debris!

Email

Subject: HIGH WIND WARNING! Secure loose outdoor items and return indoors immediately to avoid debris!

Body

High winds of (XX miles per hour) have been forecast for [location details] on [date] [time]. Ensure any equipment or items you have outside the building are stowed or tied down. Please close any windows that may be open (if applicable). Further updates to follow. Stay safe!

Flooding

SMS

[Agency Name] Alert: FLOOD WARNING for [location] on [date] [time]! Get to higher ground. Avoid driving in high water zones. Press 1 to confirm.

Email

Subject: FLASH FLOOD WARNING for [location details] on [date] [time]. Avoid moving through water and seek shelter immediately.

Body

There is a Flood Watch for your area! Flooding is imminent or occurring.

- If you're ordered to evacuate the area: Do so immediately.
- If you suspect you are in a home that is subject to deep flooding: Turn off the electricity and gas, gather canned foods and flashlights, and evacuate.
- If you are in transit: Avoid streets that are under water or barricaded.

We urge you to stay tuned to news outlets for on-going details. We will post updates via [website/link]. Stay safe!

Responders

Responders Needed for Event

SMS

[Agency Name] Alert: Calling first responders for [event] at [location] on [date] [time]. Press 1 if willing to serve.

Email

Subject: Calling First Responders for [event]

Body

First responders are needed to respond to the [event]. Help needed in [location] on [date] [time]. If you're willing to serve, press 1. If you are unable, press 2. Thank you in advance for your service!

Application Rejection

Email

Subject: Quota Filled

Body

Thank you for applying to [Name of fire department]. At this time our quota has been filled and we are no longer accepting applications for (XYZ role). Please keep an eye out for up-to-date information on responder fulfillment.



Post-Event Recovery

Even though the event may have concluded, the real challenge begins in the recovery process. Your main goal is to resume operations as quickly as possible. Implement message templates such as these into your emergency notification system:

Lifting of Restrictions

The previous emergency Shelter In Place order for your neighborhood has been lifted. Emergency crews have contained the [EVENT] in the area. Conditions are now safe and you may leave your homes and businesses and resume normal activities. This message is being sent on [DATE] at [TIME]. If you truly have an emergency situation, call 9-1-1 immediately.

Notification of Cleanup/Repair/Response Crews/Maintenance Crews Mobilization

SMS

[Agency Name] Alert: We are mobilizing a cleaning crew for [event] on [date]. We'll see everyone on clean-up day.

Email

Subject: Cleanup/Repair/Response/Maintenance Crew Notification

Body

We are mobilizing a cleaning crew for [event] on [date]. We expect to reach everyone on clean-up day. If you're in need of assistance after [event], please call [contact] for repairs and other assistance.



Rapid, reliable emergency alerts keep the public safe.

[Contact us](#) to learn more about OnSolve® CodeRED® or [request a demo](#).