

Sample Broadcast Messages for Hurricanes & Tropical Storms

Remember, **quick timing** and **accurate information** is critical to keeping your community safe in the event of inclement weather such as hurricanes and tropical storms. We have provided sample Broadcast messages on Page 2. However, if you are drafting your own Broadcasts, consider the following questions:

- **Who** – Know the audience you are trying to speak to (*i.e. Employees in certain offices? Remote workers? Everyone?*)
 - *Also provide any company-specific phone numbers or contact information (i.e. contact chief of security at [insert phone number])*
- **What** – Be clear in what you are trying to communicate (*i.e. forecasted weather, road closures, weather-related property damage or operational changes*)
- **When** – Provide time information, if possible (*i.e. road closures in effect from 12:00 PM EST until 4:00 PM EST*)
- **Where** – Include any relevant location information, especially if you have offices across the country, satellite locations, or remote or traveling workers. (*i.e. the Washington, DC offices will be closed on January 4th due to Hurricane [NAME]*)
 - *Consider using geo-fencing to help with communicating location-specific messages with different offices, remote workers, or traveling lone workers. Note: users must have their location services enabled to receive a geofenced broadcast.*

Prompt, accurate, and information-driven alerts are powerful tools in moments of uncertainty. Make your organization a safer place to work, learn, and live with informative broadcast messages.

See below for sample messages you can send via Vector LiveSafe's broadcast messaging capability to your enterprise community during hurricanes and tropical storms.

Organization Closures or Delays:

"[Organization Building] is closed due to inclement weather. [Organization Building] [meetings] will instead be held [in Organization Building or via video call]. Please report any safety hazards or concerns on Vector LiveSafe. Be safe!"

"[Organization Name] will operate on a delayed opening due to Hurricane [name] – offices will open at 11:00 AM EST. Report any safety incidents on Vector LiveSafe. Be safe!"

"[Organization Name] Community, the office will be CLOSED today due to [Storm]. Please plan to work from home and contact your supervisor with questions. Report any accidents, injuries, or general safety concerns on the Vector LiveSafe app. Be safe."

"The road near [Organization Building] will be closed from 2:00 PM EST to 4:00 PM EST due to storm flooding. Stay tuned for ongoing weather updates and report any safety incidents on Vector LiveSafe."

Weather Information:

"[Organization City Name] is expected to have severe weather from 7:00 AM EST to 7:00 PM EST. Employees who are planning to come to the office today are advised to practice caution while driving and to stay alert to public transportation schedule changes. Be safe!"

"Hurricane [Name] is expected to hit [Org City] at 8:00 AM EST. Whether you are in the office or working from home, use the Vector LiveSafe Mobile App to report any safety updates or concerns, including road closures or weather-related property damage. Stay tuned for weather updates. Be safe!"

"Need to brave the storm today? Don't forget to avoid closures on [Road or Highway Name]. Report any safety incidents or request help if needed using Vector LiveSafe."

Other General Messages:

“**[Organization Name]** is committed to staying safe during **[Incident]**. The safety of our employees is of the utmost importance and we will notify you of any changes to the office status immediately. Please use the Vector LiveSafe app to report any safety or security incidents.”

“**[Organization Name] Community**, the office is open and operating a normal schedule. Please be careful and alert while commuting to work and be advised of **[Incident Effects]** due to **[Incident]**. Use Vector LiveSafe to report any accidents, injuries, or general safety concerns. Any further operational changes will be shared here.”

“**[Organization Name] Community**, please note that Security response may be impacted due to **[Incident]**-related delays. However, we will respond as soon as we are able. The safety of our employees is of the utmost importance. Stay safe!”

“**[Organization Name] offices** may be closed due to **[Incident]**, but the Vector LiveSafe App is ready to keep you safe! Report any accidents, injuries, or general safety concerns on the app. Be safe!”

“See a safety hazard? Notify the right people via the Vector LiveSafe App about these and any other safety and security incidents you see so no one gets hurt. Stay safe!”

“**[Organization Name] Community**, if you do not feel safe traveling into the office today, please plan to work remotely notify your supervisor. Stay safe!”

“Safety is a shared responsibility. See something suspicious or concerning? Send in a tip, anonymously if you choose, via Vector LiveSafe app or call Security at **[insert phone number]**.”