

Sample Broadcast Messages for Inclement Winter Weather

Remember, **quick timing** and **accurate information** is critical to keeping your community informed and safe during winter weather. 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?*)
 - *Depending on your audience and the goal of the message, also provide any company-specific contact information (i.e., contact chief of security at [insert phone number])*
- **What** – Be clear in what you are trying to communicate (*i.e., office commute delays, road closures, incoming storm warnings*)
- **When** – Provide time information, if possible (*i.e., roads near [OFFICE] will be closed until 4:00 PM*)
- **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 parking garage will be closed from DATE/TIME until DATE/TIME due to inclement weather*)
 - *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 this winter.

Weather-Related Delays and Closures:

“**[Organization Name]** is closed due to inclement winter weather. Roads and sidewalks may be hazardous due to snow or ice. Please report any safety incidents using Vector LiveSafe. Be safe!”

“**[Organization Name]** will close at **4:00 PM EST** due to expected inclement winter weather. Employees should anticipate potentially hazardous commute conditions and extended travel times due to the winter weather. Report any safety incidents using Vector LiveSafe.”

“**[Organization Name]** will operate on a delayed opening due to inclement winter weather – offices will open at **11:00 AM EST**. Roads and sidewalks may be hazardous due to snow or ice. Report any safety incidents using Vector LiveSafe. Be safe!”

General Winter Weather Warnings:

“**[Organization Name]** is tracking the predicted winter storm closely! The safety of our workforce is of the utmost importance and we will notify you of any changes to the predicted inclement weather immediately. Please use the Vector LiveSafe Mobile App to report any safety or security incidents.”

“**[Organization Name]** Community, please be careful and alert while walking or driving to the office. Roads and walkways may be hazardous due to the winter weather. Use Vector LiveSafe to report any accidents, injuries, or general safety concerns.”

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

“See a hazardous icy sidewalk, falling ice, or other safety and security incidents around the office? Notify the right people via the Vector LiveSafe Mobile App so no one gets hurt. Stay safe!”

“**[Organization Name]** Community, we are expecting bad winter weather. We recommend employees stay inside and avoid going out during and immediately after the storm for your own safety. Please report any safety or security incidents via the Vector LiveSafe Mobile App.”

“**[Organization Name]** Community, a winter weather advisory has been issued for our area. Please plan to work remotely on **Wednesday, December 8th**. If you do not feel safe traveling into the office today. Please notify your supervisor if you will be working remotely. Stay safe!”

“To our remote and traveling workers, please stay alert during the winter storm and pay particular attention to quick changes in travel conditions due to the weather. Your safety is our top priority.”

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

Other General Messages:

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

“The **South Elevator** is currently out of service. Elevator technicians are currently on site and they estimate that it will be fixed by **11:00 AM EST**. The North Elevator is still operational, and the Service Elevator can be used if needed. Updates will be shared as they come in.”

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

“**[Organization Name]** is currently supporting both in-person and remote operations. Let your manager know whether you plan to report to the office or work from home using this form **[link]**. Please use Vector LiveSafe to report any safety or security incidents.”