



When a major weather event is approaching

Oregon weather can often be surprising, but you don't have to let it catch you off-guard. Every new year seems to bring with it some sort of significant weather event, e.g. windstorms, rainstorms, snowstorms, ice storms, lightning storms, floods, drought, wildfires and even the occasional hurricane or tornado. Below, we have listed a few important items for you to think about.

- Watch the news and stay updated on what type of event is coming and when you can expect it.
- Communicate with staff and have a plan in place.
- Discuss your continuity of operations plans with staff.
- Fuel up any backup generators and make sure they are ready for use.
- Fill sandbags and have them ready.
- Prepare a map for water and gas shut-off valves and make tools accessible.
- Conduct inspections of the buildings inside and outside before the weather event happens.
- Inspect trees near any buildings looking for potential branches that could fall on the buildings.
- Conduct interior and exterior building inspections periodically during the weather event if it is safe.
- Conduct interior and exterior building inspections after the event when it is safe.
- Check local emergency management websites often.
- Plan and practice emergency evacuation procedures and routes, including reunification if appropriate.
- Develop a sound communications plan for contacting and updating both employees and patrons in the event of an emergency. This should include a phone/email/text tree which people in your organization use to quickly notify and update others as the crisis develops.

Here are a couple other resources you can review.

- [Winter Weather Preparedness Checklist](#)
- [Emergency Management Planning QRG](#)
- [Ready.gov - Preparedness Planning for your Business](#)

There may be other things your specific organization should consider while planning for substantial weather events, but we hope this list will provide you with a good starting point. If you have any further questions or concerns, please contact the Risk Management Department at riskmanagement@sdao.com or call us at 800-285-5461.