

Hurricane Communication Templates

This comprehensive guide provides multichannel communication templates for every phase of the storm, from preparation through recovery. Each template is designed to help you quickly respond during critical moments while maintaining clear, consistent messaging across your organization.



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Hurricane Preparedness Communications



Early Season Preparation

Begin hurricane season communications on June 1st with comprehensive preparation resources and safety guidelines for employees and their families.



Resource Distribution

Provide preparation checklists, weather forecasts, maps with local evacuation shelters, and company policies through a centralized intranet page.

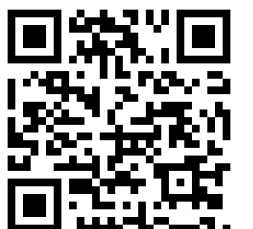


System Testing

Regularly test your emergency communication system to identify data gaps and ensure employees know how to respond to emergency notifications.



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Choosing the Right Communication Channels

Text Messages

Best for urgent, time-sensitive matters. Keep messages under 160 characters and include links to detailed information when needed.

Email Communications

Ideal for detailed, less time-sensitive information. Can convey longer messaging with comprehensive instructions and contact details.

Voice Calls

Appropriate for urgent, simple messages that need to reach all employees, including those without text-capable phones.

Mobile App Notifications

Perfect for short messages around 20 words that allow two-way communication and feedback collection from employees.



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Storm Approaching Phase

Initial Warning

Proactively warn employees when your location enters the projected hurricane path. Begin preparation messaging and office closure planning.



Evacuation Orders

Communicate mandatory evacuation status and business impact. Provide clear guidance on office closure duration and employee safety priorities.

Leadership Alignment

Coordinate leadership conference calls to ensure consistent messaging and response strategies across all teams and regional managers.



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Office Closure Communications

Closure Notification

Inform employees about office closures due to severe weather conditions. Provide specific dates and frequency of updates to prevent confusion during ongoing weather situations.

Work Arrangements

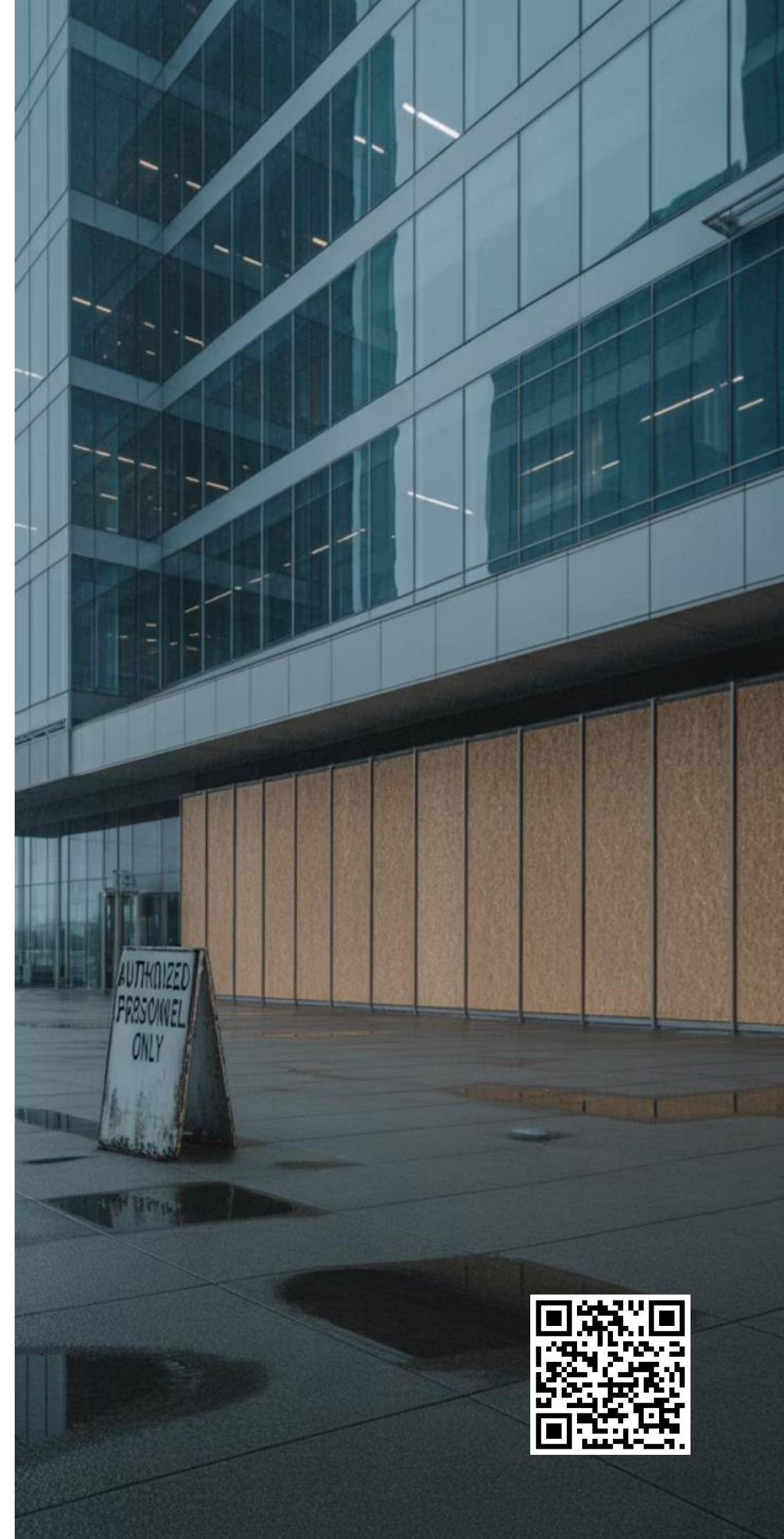
Direct employees to contact supervisors for work schedule discussions and remote work arrangements. Include emergency contact information for urgent office access needs.

Resource Access

Remind employees to take home necessary equipment like computers and chargers before the storm arrives. Provide links to resource pages for continuous updates.



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Employee Assistance Programs

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Pre-Storm Assistance

Proactively offer help with hurricane preparation before severe weather strikes to minimize damage and ensure timely recovery.



Wellness Surveys

Check in with employees after the storm to assess ongoing needs and determine how the business can support recovery efforts.



Recovery Support

Provide ongoing assistance to help employees get back on their feet faster, maintaining productivity and business continuity.



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Prepared together





Post-Storm Recovery Communications

All-Clear Notification

Inform employees when severe weather has passed and provide specific office reopening dates with regular operating hours. Include guidance for remote work arrangements.

Recovery Assessment

Conduct wellness surveys to understand employee recovery needs and business impact. This helps prioritize assistance efforts and maintain operational continuity.

Ongoing Support

Maintain communication channels for continued assistance requests. Provide contact information for supervisors and emergency support personnel throughout the recovery period.



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Best Practices for Hurricane Communications



Proactive Timing

Begin communications early in hurricane season and maintain regular updates throughout each storm phase to keep employees informed and prepared.



Consistent Coordination

Ensure leadership alignment and consistent messaging across all teams, locations, and communication channels for effective emergency response coordination.



Safety Priority

Always emphasize employee safety as the top priority in all communications, providing clear guidance and resources for personal and family protection.



Tailored Messaging

Customize communications for each channel to ensure messages reach the right people, in the right way, at the right time with appropriate detail levels.



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Ready to Optimize Your Downtown Office or Portfolio?

Many Tenants strongly benefit off the use of a representative the same way their clients benefit off the services they provide. To best protect one of your highest cost or if time is solely getting in your way of strategizing the future, let us help. We will greatly alleviate this for all levels.

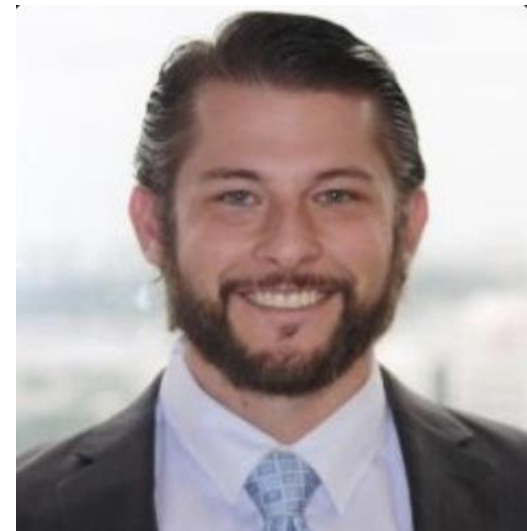
As a broker that has experience above most, I'd love to share with you what works and certainly what doesn't. Don't wait for market conditions to worsen. Start your strategic advantage today with expert tenant representation that goes beyond traditional brokerage. Contact us for a no-obligation consultation and discover how our comprehensive approach protects your interests at every step.

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