

# **Weather Alert Communication Checklist for Campgrounds**

## **Before You Send an Alert**

- ☐ Is this actionable (e.g., seek shelter, delay activities)?
- ☐ Is this more serious than what guests might expect on their own (e.g., stronger than a typical thunderstorm)?
- ☐ Have we already sent an alert about this today?

## **When Communicating**

- ☐ Use clear, direct language (what, when, where to go).
- ☐ Name a location: "Please move to the bathhouse" vs. "Take shelter."
- ☐ Include timing: "From 3-4 PM," "for the next hour," etc.
- ☐ Sign off with your campground name to build trust.

## **Staff Readiness**

- ☐ Team knows who is responsible for sending alerts.
- ☐ Staff can identify when it's OK not to send a message.
- ☐ A backup is trained to take over in case of absence.
- ☐ Printed signs or maps are posted for storm shelter areas.

## **After the Event**

- ☐ Optional: Send an "All Clear" or "Thank you for your cooperation" message.
- ☐ Debrief: What worked? What could improve next time?