



TIPS to PREPARE*

Resources and Guidance (Agencies)

Agencies with specific needs may include custodial, law enforcement, military, and educational or higher education agencies. Consider those as you prepare for potential emergencies. Don't wait until the exposure occurs to start preparing. If you've waited this long, it may be too late to protect your assets—people, places, and things.

- Employees should update contact information using all appropriate resources, such as Send Word Now. Leadership should confirm all updates and may consider a practice run of the call tree system.
- Emergency contact information should be updated for internal and external emergency response teams, including approved vendors or contractors. This should be shared with all appropriate personnel.
- Identify agreements with other agencies to provide resources. Communicate ahead of time to ensure those agreements are still active.
- Leadership should review insurance policies and be familiar with coverages (including limits), how to file an insurance claim, and contact information.
- Emergency response teams should engage in preparation and confirm appropriate response plans are in place.
- Ensure all critical maintenance is complete to protect your assets. Examples of critical maintenance for winter weather may include ensuring windows and doors are securely sealed, all other holes or entry points should be fixed, fire protection systems are operational, and heating systems are appropriately set.

Resources and Guidance (Employees)

- Use resources such as checklists and weather reports to prepare for and monitor the storm's changing conditions. Consider a collection of information and toolkits to guide you through this process.
- Don't neglect unique personal and familial needs. Ensure that you are protecting ALL of your assets—people, pets, pipes, and plants. While some of these are replaceable, some are not.
- Review insurance policies. Understand coverages, limits, and the process for filing a claim. Ask questions to clarify anything you don't understand.

Official resources include the following.

- Weather Status: Local News Stations, NOAA, NORAD Radars
- Preparation: Ready.gov—<https://www.ready.gov/winter-ready>
- Texas Department of Emergency Management (TDEM) - <https://www.tdem.texas.gov/preparedness/preparedness-resources>