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SEVERE WEATHER EMERGENCY PLAN

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1.0. SUBJECT & SCOPE

This Plan and procedure applies to all staff members of the Facility Management Department during extreme weather events.

2.0. PURPOSE

This procedure outlines the actions to be taken by the Facility Management Department of the hospital/site in response to extreme weather conditions like heavy wind, storms, and rain, to ensure the safety of patients, staff, and visitors, and to minimize damage to the facility.

To supplement the facility-wide Emergency Operations Plan and to outline special challenges related to a weather event that impacts the facility's ability to carry out normal operations, and to provide detailed procedures to be implemented when severe weather occurs and/or shelter-in-place is needed.

3.0. RESPONSIBILITY

All [COMPANY NAME] FM Team Members at Hospital/Site.

4.0. MITIGATIONS

[COMPANY NAME] Facility Management has an emergency Plan in the event that a severe weather event interrupts normal utility functions in the facility.

5.0. PREPAREDNESS:

[COMPANY NAME] Facility Management has an emergency Plan in the event that a severe thunderstorm, heavy winds and or rain interrupts normal utility functions such as rain water blockage, water leakages, and or major electrical tripping.

5.1. Training/Education:

- All employees has been training and inducted regarding the Emergency Operations Plan and in the facility.
- Health Stream training specific training relevant to severe weather events is conducted at All Staff
- Meetings.

6.0. DEFINITIONS

- Extreme Weather: Weather conditions that pose a significant threat to the safety of people and property, including heavy rain, strong winds, thunderstorms, and dust storms.

7.0. PROCEDURE



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7.1. Before a Weather Event:

7.1.1. Monitoring:

[COMPANY NAME] Facility Management shall closely monitor weather forecasts issued by the National Center of Meteorology (NCM) [National Center of Meteorology, UAE]/National Center of Meteorology for your country and or state.

7.1.2. Communication:

Disseminate weather warnings and updates to all hospital departments through internal communication channels.

7.1.3. Preparation:

- Ensure proper functioning of drainage systems to prevent flooding.
- Secure loose outdoor furniture, equipment, and signage.
- Identify potential hazards like falling debris or weak tree branches.
- Prepare sandbags for potential leaks or flooding.
- Stock up on emergency supplies like flashlights, batteries, bottled water, and non-perishable food.
- Review and update the hospital's emergency evacuation plan.

7.1.4. During a Weather Event:

- **Assessment:** The Facility Management Department will assess the situation and determine the necessary course of action based on the severity of the weather.
- **Communication:** Communicate with hospital administration and department heads regarding the situation. Provide regular updates to staff, patients, and visitors on the situation and any safety precautions.

7.2. Safety Measures:

- If necessary, activate the hospital's emergency evacuation plan and assist staff, patients, and visitors in reaching designated safe zones.
- Close any non-essential entrances to the hospital/site.
- Turn off any non-essential electrical equipment to minimize risk during power outages.
- Secure patient records and other important documents.

7.3. Response:

- Address any immediate safety hazards caused by the weather, such as fallen trees, leaking roofs, or power outages.
- Deploy sandbags to prevent flooding, if necessary.
- Assist emergency personnel if required.

7.4. After a Weather Event:

- **Damage Assessment:** The Facility Management Department will assess the damage caused by the weather event and prioritize repairs.



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- **Clean-up:** Coordinate with housekeeping staff for clean-up efforts.
- **Reporting:** Prepare a report on the event, including the actions taken, damages incurred, and recommendations for improvement.

7.5. Resource References:

National Center of Meteorology, UAE: [National Center of Meteorology, UAE]/National Center of Meteorology for your country and or state.

8.0. EMERGENCY CONTACT DETAILS:

Sr. No:	Staff Name:	Position:	Contact Details: