

# Improving Our Partner Emails

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# Current Partner Emails: Areas of Improvement

- **Lack of consistency**
  - No set format, so organization of content varies depending on which forecaster is sending the email
  - Level of detail also varies from forecaster to forecaster
- **What is the best way to include graphics?**
  - Sometimes graphics are embedded in the email, sometimes they're attached, sometimes both
  - We've received feedback that attached graphics can be difficult to open on smartphones

\*\*\*Complete the following items, then delete this text:

1. BCC the "webbrief" email list.
2. Copy and paste the following text into the Subject line: NWS Atlanta - Day MM/DD/YY.
3. Follow the directions under each section below, then delete the red framing text.



## National Weather Service

### Peachtree City/Atlanta

#### BOTTOM LINE UP FRONT:

[provide 2-3 bullet points on the main impacts and/or what has changed since the previous email \*\*CAN OMIT THE BLUF IF IT FEELS REPETITIVE\*\*]

#### OVERVIEW:

[give a brief synopsis of the situation]

#### WHAT:

- [describe the type of weather that is posing a threat -- severe storms, heavy rainfall, winter weather, etc.]

#### WHERE & WHEN:

- [flesh out where the threats are expected and the timing of the threats]

#### IMPACTS:

- [flesh out the potential impacts -- wind damage, power outages, flooding, black ice, etc.]

#### FORECAST CONFIDENCE:

- [describe any sources of uncertainty]

#### GRAPHICS:

[insert graphics here]

#### RESOURCES:

[NWS Peachtree City/Atlanta Decision Support Page](#)

[NWS Point Forecast Page](#)

#### For immediate questions or concerns:

- NWSChat 2.0 (Slack): #wfo-peachtree-city-ga
- Email: sr-ffc.mets@noaa.gov
- Phone: 770-486-1133 (option 4)

– NWS Peachtree City/Atlanta Decision Support Services

# Going Forward: Using a Template

- Will be using the template tool in Gmail
  - Partner emails will come from a new email account (currently under construction)
- The template will...
  - Make writing emails faster and easier for forecasters (which will save time when operations are hectic), and
  - Promote a consistent, organized look to the emails that we send to our partners



## National Weather Service Peachtree City/Atlanta

### OVERVIEW:

A low pressure system in the northern Gulf of Mexico will produce waves of light to moderate rain showers tonight through Friday. The bulk of the rainfall will occur across central Georgia Wednesday and Wednesday night, while portions of north Georgia may not receive appreciable rainfall until Friday.

### WHAT:

- Periods of light to moderate rain showers will produce the **greatest rainfall totals across central Georgia**, where 0.5-1.0 inches of rain are forecasted

### WHERE & WHEN:

- Central Georgia:** Wednesday and Wednesday night
- North Georgia:** primarily on Friday

### IMPACTS:

- Flash flooding and river flooding are **not** expected to occur given the relatively low rainfall totals expected and dry soils

### FORECAST CONFIDENCE:

- High confidence on timing and rainfall totals

### GRAPHICS:



## Rainfall Forecast

Tonight through Friday

November 14, 2023  
3:40 PM

### Key Messages

- Periods of light to moderate rain showers will begin tonight and will continue through Friday
- The bulk of the rainfall will occur Wednesday and Wednesday night
- The greatest rainfall totals are still expected across portions of central Georgia, where 0.5-1.0 inches are forecasted
- Flash flooding and river flooding are not concerns given the relatively low rainfall totals expected and dry soils



National Oceanic and  
Atmospheric Administration

National Weather Service  
Peachtree City, GA

# Going Forward: Using a Template

- Easy-to-follow format: what, where, when
- Will include details on forecast confidence
- When necessary, tweaks can be made to the template, such as including the following:
  - Forecast changes made since the last email was sent
  - Preparedness and safety information ahead of especially impactful weather