



Standard Operating Procedure

Procedure: Emergency Weather Plan - Events		
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Index

Section/ Subsection	Section/Subsection Title	Page #
	Overview	2
	Required Competencies	2
	Definitions	2
01	Event Planning	2-3
02	Event Cancellations	3
03	Event Operation during Clear Weather	3
04	Event Operation during a Weather Watch	4
05	Event Operation during a Weather Warning	4
06	Event Operation during a Severe Weather Warning	5
07	What to do during a Tornado Warning	5
08	What to do during Extreme Temperatures	5-6
09	What to do during a Power Failure	6
	Appendix 1 Program Cancellation & Service Disruption Updates	6

Overview:

Procedures for inclement weather during event operations, including severe storms, extreme temperatures and power failures.

Required Competencies:

Not applicable

Definitions:

Severe Storm - A severe storm can include rain, lightning/thunder, hail, snow, freezing rain, high winds, may also include tornados.

Weather Watch - Conditions are favourable for the development of unsafe weather.

Weather Warning - Unsafe weather conditions have been seen in the immediate area.

Severe Weather Warning - Extreme weather conditions are in effect.

Tornado Warning - High winds and tornado warnings are in effect.

Event Emergency Evacuation Plan - Standard operating procedure for evacuation to safe location during severe weather and emergency related incidents.

01 Event Planning

- 01.01 Event coordinator to create and maintain a complete contact listing of event partners, staff and service providers for City run, and City partnership events.
- 01.02 Event coordinator to ensure that all event equipment is suitable for indoor or outdoor use, and is sufficiently secured and covered to ensure safe operation of the event.
- 01.03 Event coordinator to build in to all event planning and contracts with service providers possible rain dates and arrangements for payment in case of weather cancellation.
- 01.04 Event coordinator is to prepare a weather emergency plan that includes communication, indoor and outdoor staging areas for event operation, and an indoor shelter option where possible.
- 01.05 Event coordinator to set a staff/service provider briefing meeting to review the event agenda and all emergency and evacuation procedures including staging areas, contact list and assigned duties, no less than 2 hours prior to event operation, and provide copies of the communication chart and weather emergency plan to the head of each operational area.
- 01.06 Event coordinator to review the weather report sent to their City email each day at 11 am and 3 pm, this should be reviewed for 48 hours prior to the

event, 24 hours prior to the event and 4 hours prior to the event. If at 4 hours out from the event set-up start adverse weather is forecast the event coordinator should review the weather satellite reports on the weather network's website and bring a full forecast to the attention of the Supervisor in charge of the event, to discuss implementation of weather plans.

- 01.07 Event coordinator to check Environment Canada weather reports beginning 4 hours prior to event start, and continue each hour throughout the event. Adverse weather forecasted will increase the check of weather to every 30 minutes. In the case of outdoor events, event operations will be altered as per the weather/emergency plan for that specific event.

02 Event Cancellations

- 02.01 Weather calls for events operated in whole or in partnership with the City of Pickering are made by City of Pickering staff. All event partners and/or service providers are to follow the direction of City staff with regard to weather operations, in accordance with City standard operating procedures.
- 02.02 In advance of the event, recommendation to cancel an indoor event due to severe weather conditions will be made by the event coordinator and approved by the CAO's office or the appropriate Director (in the absence of the CAO).
- 02.03 In advance of the event, recommendation to cancel an outdoor event due to severe weather conditions will be made by the event coordinator and approved by the Director responsible for that event or their designate (in the absence of the Director).
- 02.04 During the event, outdoor and indoor event cancellations due to severe weather conditions will be made by the onsite event coordinator in consultation with their immediate Supervisor.
- 02.05 In the event that weather cancellation is required, event coordinators will use the Service Disruption Notification Standard Operating Procedure see Appendix to inform event participants and/or have event representatives at the site to notify the public (only if deemed safe for participants and/or staff).
- 02.06 Event coordinators will use the event contact list to inform all event service providers and staff of the cancellation. A direct conversation with partners and service providers is required in instances of cancellation. Event partners and service providers are responsible for passing the message to their team.

03 Event Operation during Clear Weather

- 03.01 Event coordinator to check Environment Canada weather reports beginning 48 hours before event start, 24 hours before event start, and continue each half hour throughout the duration of the event. If adverse weather is forecast, checks will increase to every 30 minutes. In the case of outdoor

events, event operations will be altered with the support of the immediate event Supervisor as per the weather/emergency plan for that specific event.

04 Event Operation during a Weather Watch

- 04.01 Event coordinator to monitor weather satellite reports on the weather network's website every 15 minutes, inform partners, service providers and staff of possible weather call and review with each operational area evacuation procedures and staging areas.
- 04.02 In the event of lightning or report of lightning within 6 km radius, staff should move participants indoors or initiate evacuation, and notify their immediate Supervisor.
- 04.03 Following evacuation all staff and event partners/service providers should report to the designated staging area, and a report of all clear should be sent to the immediate supervisor.

05 Event Operation during a Weather Warning

- 05.01 Event coordinator to monitor weather satellite reports on the weather network's website every 15 minutes or until the weather warning is lifted or the event is over.
- 05.02 Should weather escalate beyond light rain/snow or moderate winds outdoor events should be put on hold, and participants sent to a sheltered location. Where shelter is not available the event coordinator should initiate evacuation, and notify their immediate Supervisor.
- 05.03 In an indoor event determine whether it is safer to keep participants on site rather than evacuate.
- 05.04 Following evacuation all staff and event partners/service providers should report to the designated staging area, and a report of all clear should be sent to the immediate Supervisor.

06 Event Operation during a Severe Weather Warning

- 06.01 Event coordinator to monitor weather satellite reports on the weather network's website every 15 minutes, or until the weather warning is lifted or the event is over.
- 06.02 In any event indoor or outdoor, if weather escalates to a degree where outdoor activity or driving is may become unsafe, staff should report weather conditions to their immediate Supervisor and begin evacuation procedures if safe for participants to leave the site. Following the event evacuation plan”
- 06.03 In an indoor event where it is deemed safer to keep participants on site rather than evacuate. If participants are kept on site, move to a secure location, ensure doors and windows are shut and secured. Keep

participants away from doors or windows. Inform Department Head and Fire Services of status, evaluate evacuation possibilities every 30 minutes. Remove from site as soon as safely possible.

06.04 Following evacuation all staff and event partners/service providers should report to the designated staging area, and a report of all clear should be sent to the immediate Supervisor.

07 What to do during a Tornado Warning

07.01 In the instance of Tornado warnings for the immediate area, where high winds are present, advise event partners/service providers of need to secure equipment and evacuate participants, advise immediate supervisor of tornado warning, determine whether secure indoor location is available and move participants to secure indoor location as per Emergency Evacuation Plan, or where safe and possible evacuate participants.

07.02 In the instance of Tornado warnings for the surrounding area, where no high winds are present, event coordinator to monitor weather satellite reports on the weather network's website every 15 minutes, or until the weather warning is lifted or the event is over.

07.03 For all events indoor or outdoor, if weather escalates to a degree where outdoor activity or driving is may become unsafe, staff should report weather conditions to their immediate Supervisor and begin emergency weather operation procedures.

07.04 For indoor events staff should determine whether it is safer to keep participants on site rather than evacuate. In an indoor event where it is deemed safer to keep participants on-site rather than evacuate. If participants are kept on-site, staff and participants should move to a secure location, ensure doors and windows are shut and secured. Keep participants away from doors or windows. Inform Department Head and Fire Services of status, evaluate evacuation possibilities every 30 minutes. Remove from site as soon as safely possible.

07.05 Following evacuation all staff and event partners/service providers should report to the designated staging area, and a report of all clear should be sent to the immediate Supervisor.

08 What to do during Extreme Temperatures

08.01 Event staff with first response training should provide assistance to anyone who may be suffering from any temperature related injuries such as hyperthermia or heat exhaustion

- Move individual to a temperature controlled environment
- Provide replenishing fluids (water)
- Notify Emergency/Fire/Medical personnel for assistance
- Advise individual to remove excessive layers of clothing or cover with a blanket depending on temperature

- Lay individual down on their back or position of comfort
- Notify event coordinator
- In severe conditions such as confusion and disorientation, if the conditions persist or the person is hard to arouse, call 9-1-1
- Advise immediate Supervisor, fill in an incident report.

09 What to do during a Power Failure

- Ensure all building occupants are safe
- If there is a back-up source of hydro, have the designated individual(s) start up the equipment
- If the building and event guests are safe, there are no immediate dangers due to the power failure, and there is enough light; activities can continue normally using any necessary alternative light sources
- If the building and event guests are no longer safe; evacuate the building and report to the designated staging area
- If safe to do so, have the event coordinator determine the cause of the power failure and determine next steps; when necessary call facilities staff.
- Advise immediate Supervisor

Appendix:

The following form has been developed to support the various processes outlined in this Procedure:

Appendix 1 Program Cancellation & Service Disruption Updates