**WEATHER CONTINGENCY PLAN**

|  |  |  |  |
| --- | --- | --- | --- |
| **Event Details** | | | |
| **Event Name:** |  | | |
| **Date:** |  | | |
| **Times:** |  | | |
| **Venue and Address:** |  | | |
| **Expected Audience:** |  | | |
| **Costs (if applicable):** |  | | |
| **Key Event Contact:** |  | | |
| **Phone No:** |  | **Mobile No:** |  |

**Weather forecasts will be reviewed by** in the week leading up to the event and this plan will be adjusted accordingly. As part of the risk management approach a risk assessment must be completed for wet weather and signed off by the Events Manager as controls being adequate. The risk assessment must be reviewed if rain increases.

**GENERAL OVERVIEW**

**HEAVY RAIN IN DAYS PRIOR TO EVENT**

* Conduct site inspection assessing likely implications from the planned activities.
* If cancellation required, erect signage at site advising of event cancellation due to inclement weather. Notify council, invited guests, contractors and patrons via email, phone call and social media
* Implement inclement weather strategy

**EVENT AREA SPECIFIC CONSIDERATIONS - BEFORE EVENT**

| **AREA** | **Site Condition** |
| --- | --- |
| **General site** | * Assess and monitor condition of the park and likely implications from the planned activities * Isolate potholes, slip hazards and any other risks |

**EVENT AREA SPECIFIC CONSIDERATIONS - DURING EVENT**

| **AREA** | **Light Rain** | **Heavy Rain / continuous rain / electrical storm** | **Moderate to High Wind** |
| --- | --- | --- | --- |
| **AV equipment** | * Move any sensitive equipment under cover * Cover any electrical items | * Move any sensitive equipment under cover * Cover any electrical items * Switch off generator/power * Halt shows | * Secure loose items * Halt if considered dangerous |
| **Food and Market Stalls** | * Move any sensitive equipment under cover * Cover any electrical items | * Switch off generator/power * Cease trading until safe to continue * Cover electrical items | * Tie down loose items * Add extra weight to marquees if needed * Cease trading if considered dangerous |
| **General site** | * Monitor site, isolating any dangerous potholes or slip hazards | * Monitor site, isolating any dangerous potholes or slip hazards * Evacuate site if becomes dangerous * Cover any sensitive equipment and electrical items | * Tie down any loose items * Isolate dangerous areas * Evacuate if site is considered dangerous |

**CHECKLIST FOR CANCELLATION:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Action** | **Issues** | **Done** | **Responsible Person Name** |
| **Decision to Cancel Event** |  |  |  |
| Advise Events Team |  |  | Event Manager |
| Erect cancellation signage |  |  | Event Team |
| Contact media outlets advising of cancellation |  |  | Event Manager |
| Update social media |  |  | Event Manager |
| **Contracted Suppliers and Service Providers** | | | |
| **Community Groups** Call and email  CONTACT DETAILS |  |  | Events Officer/NAME |
| **Contractors** Call and email  CONTACT DETAILS |  |  | Events Officer/NAME |
| **Security** Call and email  CONTACT DETAILS |  |  | Events Officer/NAME |
| **Amusements** Call and email  CONTACT DETAILS |  |  | Events Officer/NAME |
| **Portaloos** Call and email  CONTACT DETAILS |  |  | Events Officer/NAME |
| **Performers -** Call and email  CONTACT DETAILS |  |  | Events Officer/NAME |
| **Venue** Call and email  CONTACT DETAILS |  |  | Events Officer/NAME |