**INCLEMENT WEATHER AND CANCELLATION PLAN TEMPLATE**

**<EVENT NAME>**

**<LOCATION, ADDRESS>**

**<DATE, TIME>**

At any time during <EVENT NAME> or in the lead up to the event, this plan may be implemented by:

* <HOST ORGANSATION>

In consultation with:

* The Bureau of Meteorology (BOM)
* <STAKEHOLDER 1>
* <LIST ADDITIONAL RELEVANT STAKEHOLDERS HERE>

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| **Key contact information (refer to cancellation communication plan for full list)** |
| **www.bom.gov.au**  **Participants will be contacted as follows:**   * Before the event – using the contact number listed in the relevant contact sheets via <SMS using online platform> * During the event – using the contact number listed in their booking via <SMS using online platform>. |

The <Event Manager> and <Event Coordinator> will refer to the Bureau of Meteorology (BOM) in the lead up to the event for forecast information.

All decisions relating to the implementation of the inclement weather or cancellation plan will be made in consultation with the relevant stakeholders.

A brief <EVENT NAME> reference chart for areas affected by inclement weather is included at Attachment A.

The <EVENT NAME> may not proceed in its entirety in wet weather if it is unsafe to do so.

For <EVENT NAME> ,artists will be contacted as soon as possible if weather conditions before or on the day make it unsafe to conduct the activity or performance and it is therefore necessary to cancel the event.

The below details the steps to be taken in the event of inclement weather.

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| **Research/decision making for implementing inclement weather or cancellation plan** |
| **<Day, date, time>** Event Coordinators to refer to BOM website for an updated forecast – <detail names of responsible staff here>  Event Coordinators to discuss forecast with the Event Manager.    **<Day, date, time>** Event Coordinators to refer to BOM website for an updated forecast – <detail names of responsible staff here>  Event Coordinators to discuss forecast with the Event Manager. Communicate any changes.  **<Day, date, time>** Event Coordinator to refer to BOM website for an updated forecast as bump in commences at <time>, <detail names of responsible staff here>. Contact <equipment provider and necessary stakeholders> if any further pre bump in instructions required.  **<Day, date, time>** Event Coordinators and Event Manager to discuss forecast and make decision to proceed with additional equipment for implementation of rain plan.    **<Day, date, time>** Event Coordinator to refer to BOM website for an updated forecast – <detail names of responsible staff here>  **<Day, date, time>** Event Coordinators and Event Manager to discuss forecast and prepare to implement inclement weather plan if required – <detail names of responsible staff here>  **<Day, date, time>** Event Coordinators and Event Manager to discuss forecast and make final decision on <EVENT NAME> cancellation subject to weather conditions. Communicate / action any changes.  **<Day, date, time>** Event Coordinator to refer to BOM website for an updated forecast. Event Coordinators to discuss forecast with the Event Manager as required – <detail names of responsible staff here>. Communicate / action any changes.  **<Day, date, time>** Final decision to be made to amend / alter / cancel event. Liaise with stakeholders if relevant. Communicate / action any changes. |

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| **Inclement weather contingency** | |
| **Light rain** | <Detail plan e.g.: Event to proceed in the case of light rain>. Alterations due to weather conditions.  Changes to the **program** due to light rain are as follows: <e.g.   * All undercover elements will continue in light rain as planned. * Roving performances to be assessed and routes modified if necessary. * Art installations to be assessed and relocated in necessary. * Project Coordinators and Stage Manager to liaise with AV company regarding volume levels, depending on sound from rainfall. * All artists to be sent a broadcast message to advise the Long Weekender will be continuing.>   Changes to **venue** due to light rain are as follows: <e.g.   * Walls to be provided for all marquees to be closed. * NB. Additional cost of $800 to have walls installed.> |
| **Heavy rain** | As per the light rain plan.  **Additional actions once Heavy Rain plan called:**  Changes to the **program** due to heavy rain are as follows: <e.g.  **Venue 1**   * Project Coordinator and Event Manager to assess which activities may need to be stopped or relocated. Key considerations are:   + Reassess position of the beanbags and cushions. Remove if necessary.   + Activations outside may need to be temporarily closed to protect from water damage or relocated inside if feasible. At direction of activation coordinator.   + Art installations outside may need to be temporarily closed to protect from water damage or relocated inside if feasible. Decision to be made in discussion with artist.   + Roving entertainment to be altered / cancelled.   Actions once cancelled:   * Broadcast online SMS message sent to all participants including artists and staff with further instructions where relevant. * Implement full communication plan to notify all relevant parties (see below). * Set up temporary call centre in office and distribute contact lists to personnel as required. * Update the website. * Arrange cancellation stickers to be installed on event signage. * Update social media.   Actions once postponed:   * Broadcast Vision 6 SMS message sent to all affected participants including artists and staff with further instructions where relevant. * Implement full communication plan to notify all relevant parties (see below). * Make announcements via stage, website and venue signage.   Update social media.  Changes to **Festival infrastructure** due to light rain are as follows: <e.g.   * Walls to be provided for all marquees to be closed. * Stage tent infrastructure re-positioned to protect audio. |
| **Wind** | As per heavy rain plan. The event may be cancelled at any time should it be considered that wind becomes too extreme and the sites deemed unsafe.  **Notes on structure safety** (wind withstanding standards in knots) <e.g.   * All structures have appropriate weighting and sides to ensure they are ready to face inclement and changing weather. * When wind speeds reach 16 -19 knots (30 - 35 km/hour). Event Manager and Project Coordinator to monitor and brief area managers to be standing by to implement change. All equipment within marquees should be discretely packed up upon reaching 35 km/hour ready for evacuation. * When wind speeds reach 22-27 knots (40 – 50 km/hour) (a strong breeze e.g. large branches are in motion, whistling overhead wires, umbrellas difficult to use, plastic garbage cans tip over etc), then all the walls of the marquees must be opened to allow the wind to blow through. * As per under hire supplier risk assessment, when wind speeds reach 28-33 knots (50 – 60 km/hour) (a high wind, near gale, e.g. where whole trees are in motion, effort to walk against the wind etc), marquees should be evacuated. Staff, venue contact and venue security to ensure the general public keep away from areas surrounding marquees, as the marquees can blow over. Decide if marquees are to be removed. * Market umbrellas are to be lowered overnight and opened on the event day only. When wind speeds reach 15- 20 knots umbrellas are to be lowered. * A Frame signage to be removed and stored.>   **Actions once wind plan called:**  Changes to the **program** due to wind are as follows: <e.g.   * All venue contacts to be provided an SMS alert to advise disruption from the program. * Staff currently located at information booths requested to make their way to venue away from marquees. * Project Coordinator and Event Manager to assess which activities may need to be stopped or relocated. Key considerations are: * All artists to cease work. Invited to make their way to in house venue. * Performers from all stages, to be redirected to dressing rooms. * Restaurants advised to cease service and secure items and staff to relocate to restaurants.   Changes to **infrastructure** due to wind are as follows: <e.g.   * The stage theming may need to be removed if strong wind is causing theming to move. * All market umbrellas to be taken down and removed. * AV company to remove lighting towers as required. * AV company to use wind-protected microphones where necessary and increase sound levels where possible. * Any performances featuring light props/signage or large costumes to be altered as required in consultation with the performers. * All temporary bins to be secured or removed. * Lighting and sound trusses and speaker stands to be resecured or taken down and removed if safe to do so. * Remove all loose bean bags. * Event signage to be removed or laid flat. * Art installations to be dismantled and moved to a secure space inside. * Information Booths to secure all programs and giveaway items in boxes and operate as normal unless deemed unsafe. * All other event signage to be resecured in light winds (corflutes and vinyl banners) and removed in heavy winds. * Marquee walls removed and evacuated if necessary.>   Actions once cancelled: <e.g.   * Broadcast online SMS message sent to all participants including artists and staff with further instructions where relevant. * Implement full communication plan to notify all relevant parties (see below). * Set up temporary call centre in office and distribute contact lists to personnel as required. * Update the Australia Day website. * Cancellation stickers to be installed on event signage. * Announcements via website and venue signage. * Update social media.   Actions once postponed: <e.g.   * Broadcast online SMS message sent to all affected participants including artists and staff with further instructions where relevant. * Implement full communication plan to notify all relevant parties (see below). * Announcements via stage, website and venue signage. * Update social media.> |
| Extreme weather  (cyclone, severe thunderstorm or prolonged heavy rain) | Event to be cancelled in the case of extreme inclement weather (extreme wind; extreme, consistent and severe rain; cyclonic conditions). The event <insert relevant action e.g. will not be rescheduled>.  Actions once cancellation called: <e.g.   * Broadcast online message sent to all participants including artists, suppliers and volunteers with further instructions where relevant. * Implement full communication plan to notify all relevant parties (see below). * Set up temporary call centre in office and distribute contact lists to personnel as required. * Update the Australia Day website. * Cancellation stickers to be installed on event signage. * Advise media partners to make announcements. * Update social media.> |
| **Sun / Hot weather** | Event to proceed in the case of hot weather conditions. Alterations due to extreme heat/sun (assessed as clear skies with temperatures over 38C)  Changes to the **program** due to extreme heat are as follows: <e.g.   * All undercover elements will continue as planned. * Roving performances to be assessed and routes modified if necessary. * Art installations to be assessed and relocated in necessary. |
| **Alternate bump in details** | Bump in schedule will not be altered. |
| **Alternate bump out details** | The bump out schedule may be altered depending on the time the inclement weather/cancellation call is made and considerations of staff safety in wet or windy weather. The Event Coordinator will liaise with the Event Manager, venue and relevant suppliers to develop an alternative bump out schedule. |
| **Alternative venue details** | There is no alternative venue. |
| **Budget implications** | The program has been developed with weather in mind.  Only minimal infrastructure changes would be required to that currently planned.  Additional infrastructure costs for pop up marquees, market umbrellas are expected to not exceed $value.  Labour costs will be incurred for delays or disruptions to bump in/bump out. Additional costs will be communicated directly with the suppliers. |

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| **Cancellation communication plan** | | |
| **Action** | **Responsibility** | **Contact details** |
| Decision to cancel or reschedule | <insert responsible officer/s and action> | <Insert name and mobile / best contact number> |
| Liaise with <stakeholder> |  |  |
| Liaise with <stakeholder> |  |  |
| Liaise with <stakeholder> |  |  |
| Liaise with venue |  |  |
| Alert media |  |  |
| Amendments to website text and social media updates |  |  |
| Advise staff |  |  |
| Advise suppliers |  |  |
| Advise <Performers and Workshops> |  |  |
| Advise volunteers |  |  |
| Advise photographer |  |  |
| Advise partners and sponsors (includes all event MCs) |  |  |

Attachment A – <Event> wet weather implications at a glance

<Insert revised plan / map>