

SAMPLE

SEVERE WEATHER PLAN FOR [LOCAL FESTIVAL]

Replace "local festival" with name of your event and enter name of jurisdiction where appropriate

I. GENERAL

- A. This severe weather plan identifies protective actions to take during severe weather by the committee, personnel, and attendees of Local Festival 2016.
- B. Flexibility must be exercised when implementing this plan because of the wide variety and threat levels of severe weather that occurs in Warren County. If discretion is exercised, err on the side of safety.

II. ASSUMPTIONS

- The possibility of severe weather may exist at any time, especially during summer months in the Village of XXXX.
- In the event that the Local Festival location is evacuated due to severe weather threat, the [LOCAL] Police Department and/or Fire Department will assist with traffic control, mass evacuation, and public safety operations. The Local Festival administration will call [REDACTED] to request police and/or fire personnel to assist with evacuation efforts.
- This severe weather plan applies to all Local Festival locations including: FESTIVAL LOCALTION, PARKING LOCATIONS, and the Local Festival Parade Route.
- In the event that the Local Festival Parade is cancelled due to severe weather and community organizations are already lined up for parade activities, the individual organizations will be responsible for the evacuation of their parade participants after receiving Notification to evacuate from the Local Festival Committee.

III. BASIC PLAN

A. Authority.

1. [REDACTED] is designated to monitor weather conditions the week before the event and report any weather-related concerns to the Local Festival Committee.
 - a. The designated weather person will monitor the National Weather Service – Wilmington, Ohio website, Facebook, and/or Twitter Feed for up-to-date weather-related news.
 - b. The designated weather person will reference the Warren County Emergency Management Agency (EMA) website for severe weather plans and emergency preparedness tips for Warren County. The website can be found at: <http://www.co.warren.oh.us/emergencyservices/emergencymanagement/default.aspx>
3. [REDACTED] is the designated administrator of the Local Festival committee who has the authority to cancel Local Festival events due to severe weather that threatens the safety of the personnel and public attending the event.

- a. Note: The local fire chief, police chief, or mayor of the Village of XXXX also has the authority to cancel event activities that may threaten public safety due to severe weather. The Fire Chief, Police Chief, or Mayor will contact the Local Festival administrator _____ (name) at _____ (contact information) to direct the closure of events.
- b. In the event that the Local Festival administrator cannot be reached, _____ (name) at _____ of the Local Festival Committee will be designated as an alternate authority to cancel Local Festival events.

B. Notification Procedures

1. Before the event - If severe weather is anticipated for the time frame the event is scheduled, the Local Festival committee will discuss the canceling and/or rescheduling of the events related to the [LOCAL FESTIVAL]. The [LOCAL FESTIVAL] committee will notify vendors, personnel, and the general public via _____ (list methods here)
2. During the event - If severe weather occurs during the event, _____ the Local Festival Committee will make appropriate announcements to those in attendance.

- a. **Severe Thunderstorm Watch** - If a Severe Thunderstorm Watch is issued for the area, the following announcement will be made:

A Severe Thunderstorm Watch is in effect for Warren County. For your safety, Local Festival is canceled/postponed until the severe weather threat has passed. Please leave the area as quickly as possible. Watch the Local Festival Facebook Page for information regarding re-opening of Local Festival location.

- b. **Severe Thunderstorm Warning** - If a Severe Thunderstorm Warning is issued for the area, the following announcement will be made:

A Severe Thunderstorm Warning is in effect for Warren County. For your safety, Local Festival is canceled/postponed until the severe weather threat has passed. Please leave the area as soon as possible. Watch the Local Festival Facebook Page for information regarding re-opening of Local Festival location.

- c. **Tornado Watch** - If a Tornado Watch is issued for the area, the following announcement will be made:

A Tornado Watch is in effect for Warren County. Local Festival is canceled/postponed until further notice/until the Tornado Watch expires or is canceled by the National Weather Service. Please leave the area as quickly as possible and monitor weather reports to keep your family safe.

- d. **Tornado Warning** - If a Tornado Warning is issued for the area, the following announcement will be made:

A Tornado Warning is in effect for Warren County. Take cover _____ (where) immediately. Do not go to your vehicle. Go to the _____.

- e. **Tornado Sighting/Touchdown** - If a Tornado has been sighted in the area, or if a touchdown has occurred, the following announcement will be made:

A Tornado has been sighted. All persons should take cover immediately _____ (where). Do not go to your vehicle. Go to the _____.

- f. **Other Severe Weather** - If other severe weather occurs, such as heavy rain, high winds, lightning, hail, etc... all activities will be interrupted immediately and the following announcement will be made:

Local Festival is canceled/postponed until further notice. Please leave the area/take cover as quickly as possible.

IV. RECOVERY

- A. Preceding severe weather events during THE LOCAL FESTIVAL:
1. The Local Festival Committee members will inspect the Local Festival locations including the event location _____, parking locations _____ and other affiliated locations _____ (list here) to ensure site safety before Local Festival events commence and the public is allowed on site.
 - a. _____ in consultation with the LOCAL Fire Department has the authority to deem the Local Festival locations safe enough for public re-entry and Local Festival activities to commence.
- B. In the event that Local Festival locations are too damaged to commence Local Festival activities, the Local Festival Committee will make the determination to cancel Local Festival events/activities and reschedule for a later date or postpone until the next calendar year.
1. If vendor/ organization property becomes damaged due to severe weather, a Local

Festival Committee member will be designated to record the loss of property for record-keeping purposes. The Designated Local Festival Committee member designated to record property loss due to severe weather is _____ (enter name and contact info here). – *recommend attaching a property loss worksheet to this plan*

V. APPROVALS

This document is the initial Severe Weather Plan for Local Festival 2016, and may be updated or amended as required.

Effective Date

This plan has been reviewed and approved by the Following:

_____ Local Festival Committee Administrator	_____ Date
_____ Chief, LOCAL Fire Department	_____ Date
_____ Chief, LOCAL Police Department	_____ Date

Copies of this plan will be submitted to:
Local Festival Committee
Fire Department
Police Department
Mayor, Village of