



**SINGLETON**  
COUNCIL

# WEATHER CONTINGENCY PLAN

## Weather Contingency Plan.

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 required.

### General

This Weather Contingency Plan identifies the actions to be taken in the event of extreme weather conditions. The possibility of severe weather exists at any time and has the potential to negatively impact outdoor events.

### Prior to the event.

- Conduct site inspections.
- If cancellation required, erect signage at site advertising of event cancellation due to inclement weather. Notify Council, attendees, and contractors via email, social media or phone call.
- Implement inclement weather strategy.

### Event Area Specific Considerations – Before event.

Area	Site Condition
General Site	<ul style="list-style-type: none"> <li>• Assess and monitor condition of the event area and likely impact on the planned event</li> <li>• Isolate slip hazards and other risks.</li> </ul>

### Event Area specific considerations – During event.

Area	Light Rain	Heavy rain/ continuous rain/electrical storm	Moderate to high wind
AV equipment	<ul style="list-style-type: none"> <li>• Move any sensitive equipment under cover</li> </ul>	<ul style="list-style-type: none"> <li>• Move any sensitive equipment under cover</li> </ul>	<ul style="list-style-type: none"> <li>• Secure loose items</li> <li>• Halt if considered dangerous</li> </ul>

	<ul style="list-style-type: none"> <li>• Cover any electrical items</li> </ul>	<ul style="list-style-type: none"> <li>• Cover any electrical items</li> <li>• Switch off generators/power</li> <li>• Halt event</li> </ul>	
Food and market stalls	<ul style="list-style-type: none"> <li>• Move any sensitive equipment under cover</li> <li>• Cover any electrical items</li> </ul>	<ul style="list-style-type: none"> <li>• Switch off generator/power</li> <li>• Cease trading until safe to resume</li> <li>• Cover electrical items</li> </ul>	<ul style="list-style-type: none"> <li>• Tie down loose items</li> <li>• Add extra weight to marquees</li> <li>• Cease trading if considered dangerous</li> </ul>
General site	<ul style="list-style-type: none"> <li>• Monitor site, isolating any dangerous potholes or slip hazards</li> </ul>	<ul style="list-style-type: none"> <li>• Monitor site, isolating any dangerous potholes or slip hazards</li> <li>• Evacuate site if it becomes dangerous</li> <li>• Cover any sensitive equipment and electrical items</li> </ul>	<ul style="list-style-type: none"> <li>• Tie down any loose items</li> <li>• Isolate dangerous areas</li> <li>• Evacuate if site is considered dangerous.</li> </ul>

## Weather Contingency Plan

<b>EVENT Name</b>	
<b>Event Date</b>	
<b>Time(s)</b>	
<b>Location</b>	

<b>Person</b> <i>Responsible to manage the Extreme Weather Contingency Plan</i>	
<b>Email</b>	
<b>Mobile</b>	

<b>Strategies</b>  <i>e.g.</i> <i>Determine the decision making factors and considerations for changes or cancellation of the event.</i> <i>Identify the relocation area.</i> <i>If cancelled update social media/ contractors vendors performers</i>	1. 2. 3. 4.
<b>Key Messages</b>	- - -
<b>Procedures</b> <i>e.g.</i> <i>Notification method</i>	- - -
<b>Impacts</b>	- - -