

# Severe Weather Contingency Plan for Outdoor Events

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**Event Name:** \_\_\_\_\_

**Event Date:** \_\_\_\_\_

**Event Time:** \_\_\_\_\_

**Event Location:** \_\_\_\_\_

## I. General

This Severe Weather Contingency Plan identifies protective actions to take in the event of impending or actual severe weather conditions.

### A. Assignment of Responsibility

Event Leader Name: \_\_\_\_\_

Email: \_\_\_\_\_

Phone Number (Day of Event): \_\_\_\_\_

- a. The Event Leader shall manage the Severe Weather Contingency Plan.
- b. The Event Leader is responsible for notifying event members of any impending severe weather and finding a safe designated assembly area in the event severe weather occurs.
- c. The Event Leader will monitor weather conditions prior to and throughout the event.
- d. If severe weather is anticipated during the time frame of the outdoor event, the Event Leader will coordinate a plan to amend, postpone, or cancel the event.

## II. Contingency Plan

The possibility of severe weather exists at any time, and has the potential to negatively impact outdoor events. To ensure proper considerations have been taken, weather conditions will be monitored prior to and throughout the event.

**In the event of severe weather, the event will be immediately interrupted and the Severe Weather Contingency Plan will be activated.**

### A. Weather Forecast

The [National Weather Service](#) will be the forecast source for the day of the event, and 3 days leading up to the event day. As conditions may change unexpectedly, the forecast will be checked daily leading up to event day. If severe weather conditions are anticipated the day of the event, the forecast will be reviewed to determine any impacts to the event and the need for implementation of the Severe Weather Contingency Plan.

B. Procedures

- a. The following procedures will be used by the Event Leader to monitor weather conditions:

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- b. Determine and document the decision making factors and considerations for changes to or cancellation of the event.

*Consider the length of time it would take to cancel the event, relocate event participants, secure/remove projectiles, etc. This will assist in determining at what time you would need to cancel the event prior to anticipated severe weather impacts.*

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- c. Identify the relocation area.

*Consider capacity, building operating hours, and access control.*

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- d. What procedures will be followed to implement the Plan?

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C. Notification

- a. All emergencies will be reported to the University Police by dialing 911.

- b. In the event of a Tornado Warning impacting the USF Campus, public safety officials will utilize AlertUSF to notify the community.

- c. Event staff will be notified of any changes, cancellations, or emergencies using the following method:

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- d. Event participants will be notified of any changes or cancellations using the following method:

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