

Outdoor Event Weather Contingency Plan

Purpose: In the event of expected or unexpected inclement weather prior to or during an Iowa Donor Network signature outdoor event, timely decisions and adjustments will need to be made to ensure the safety of all participants, volunteers, vendors, and staff. This contingency plan establishes a reliable course of action to be taken during such occurrences.

1. **Definitions of Weather Conditions Triggering the Plan:** Weather conditions that would necessitate activation of the contingency plan could include severe storms, lightning, heavy rain, extreme temperatures, high winds, etc. **The decision-makers in this plan will use the following definitions as a guide, in conjunction with their judgment, to determine whether the plan needs to be activated.**
 - a. **Wind:** High Wind Warning - Sustained winds of approximately 40 mph for one hour and/or frequent gusts of at least 58 mph.
 - b. **Rain:** Heavy Rain (0.6 inches or more per hour).
 - c. **Heat:** 100 degrees Fahrenheit or Heat Index values of at least 100 degrees Fahrenheit are expected.
 - d. **Lightning, Thunderstorms and/or Hail:** Threatening skies or lightning within 10 miles of event location. Any warning of hail.
 - e. **Snow and Sleet/Ice:** Snow accumulation of 1 inch or more. Any warning of sleet/ice.
 - f. **Windchill:** 32 degrees Fahrenheit or below.
 - g. **Tornado:** Watch: Weather conditions are favorable for the development of tornadoes in and around the watch area (within the county of planned event). Warning: A tornado has been sighted or indicated by weather radar (within county of planned event).
2. **Decision-Making Process:** The process for deciding whether to delay or cancel the event due to weather conditions will include the Events Specialist, the Manager of Philanthropy, and the Director of Philanthropy.
 - a. The Events Specialist will monitor local news' weather forecasts and conditions leading up to and during the event.
 - b. The Events Specialist will reference National Weather Service guidelines concerning expected weather conditions and decisions on postponement or cancellation (ex. 30-minute delay after the last lightning strike).
 - c. The Events Specialist will communicate via text with the Manager and Director any potential concerns about moving forward with the event. If a

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response is not received within 10 minutes from either Manager or Director, a phone call will be made to the Manager.

- d. The Events Specialist, Manager, and Director will convene by phone or meet in person if already onsite to review the current information and decide on the appropriate next steps.
 - e. In consideration of delaying the start time of the event, the Events Specialist will consider venue and vendor contract fulfillment and scheduled/booked times with each business.
 - f. The Director of Philanthropy will make the final decision to cancel or reschedule. The Director or Manager will notify the CDO or other ELT member of the decision.
 - g. The final decision will prioritize the safety and well-being of participants, attendees, and staff.
 - h. Ideally, a decision to cancel the event will be made at least 2 hours before the anticipated set-up time based on the latest weather information available. If feasible, the decision could be made as early as 24 hours in advance.
3. **Communication Plan:** Communication regarding the cancellation to participants, attendees, vendors, sponsors, volunteers and any other relevant parties will involve using multiple channels such as email, social media, website announcements, and local media outlets.
- a. A pre-written cancellation/reschedule message is available in Appendix A. This may be used as a template for communication as needed.
 - b. The Events Specialist will contact the Director of Strategic Communications to begin the notification process and determine the wording of messaging.
 - i. Using the preferred communication method, an email or SMS notification will be sent to all registered participants, vendors, staff and volunteers (responsibility: Events Specialist).
 - ii. An announcement will be posted on the event website and social media channels (responsibility: Events Specialist and Director of Strategic Communications).
 - iii. The Director of Strategic Communications will contact local media outlets for public announcements, if feasible.

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- c. Communication will include clear information regarding rescheduling (if applicable) and any alternative activities or arrangements.
 - d. There will be an FAQ answer on the event website containing information about the contingency plan for those who may have opted out of email and/or SMS notifications.
4. **Timeline for Communication:** To ensure everyone receives timely notification, the timeline for communication is as follows:
- a. Communication to all registered participants, vendors, staff and volunteers will be sent immediately following the cancellation/reschedule decision (2e).
 - b. General communication about rescheduling will occur within **one week** of the original event date. This initial update may not include specific details about the rescheduled event but will provide preliminary information and outline what to expect moving forward.
5. **Refund or Rescheduling:**
- a. Refunds are not available for a fundraising event, as stated on the event website.
 - b. If feasible, efforts will be made to reschedule the event, and participants will be informed of the new date and any necessary adjustments to logistics.
6. **Safety Measures:** As the event involves outdoor activities and the threat of adverse weather could occur at any time, guidance on safety measures to be taken by participants, attendees, and staff in the event of such conditions is outlined below.
- a. Participants and attendees will be advised to seek shelter in designated areas (indicated on map - available in Appendix B) in severe weather.
 - b. Event staff and volunteers will be trained during the volunteer training sessions prior to the event to assist with emergency procedures and provide guidance to ensure the safety of all individuals on-site.
7. **Equipment and Infrastructure Protection:**
- a. If they may do so safely, event organizers and volunteers will secure event equipment, tents, signage, and other infrastructure to minimize damage from adverse weather conditions.
 - b. Electrical systems will be safely shut down or protected to prevent hazards.
8. **Alternative Indoor Activities:** If feasible, alternative indoor activities will be considered in which participants can engage if the event is canceled due to weather. This will help mitigate disappointment and provide an option for salvaging

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part of the planned experience. Communication regarding indoor activities will occur as stated in number three and four above.

- a. Example: Offer an opportunity to pick up race packets and mingle at an Iowa Donor Network office and take photos with their team signs and/or Donor Dog (“DD”).
9. **Contingency Budget Allocation:** A portion of the event budget will be allocated during the planning process for potential weather-related cancellations or changes. This could cover expenses such as rescheduling costs and/or additional equipment rental. The Events Specialist will work with the Director of Philanthropy in setting a budget amount.
10. **Post-Event Evaluation:** Within a week following the event, the philanthropy team will conduct a debriefing session to evaluate the effectiveness of the contingency plan and identify any areas for improvement. The feedback from this session can inform future planning efforts and enhance preparedness for similar situations.

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Appendix A

Pre-written **Cancellation** message:

Due to the weather and in consideration of the safety of our staff, volunteers, and attendees, we have made the decision to cancel today's activities.

Our staff will be at the Altoona Iowa Donor Network office until 12:00 pm if you would like to come by and visit and pick up your packets.

Please connect with your team members or other participants to ensure they have received this message.

We appreciate your support and understanding at this time.

Pre-Written **Delayed Start Time** message:

Due to current weather conditions, we have made the decision to delay the start time of today's event. The safety of our attendees is our top priority, and we want to ensure a safe and enjoyable experience for everyone.

The event will now start at XX:XX.

We will continue to closely monitor the weather and provide additional updates as needed. Please connect with your team members or other participants to ensure they have received this message.

We appreciate your continued support and understanding.

Pre-written **Reschedule** message:

The Give Life 5K is Rescheduled to October 5th!

[REGISTER](#)

We thank all those who were supportive when we had to make the tough decision to cancel the 5K due to weather on May 4th. We hope you are able to join us in the fall to celebrate your loved ones! Those who are already registered, be on the lookout for an email updating you on how your registration will be handled for this transition.

The event registration and fundraising will remain open until October 5th.

Appendix B

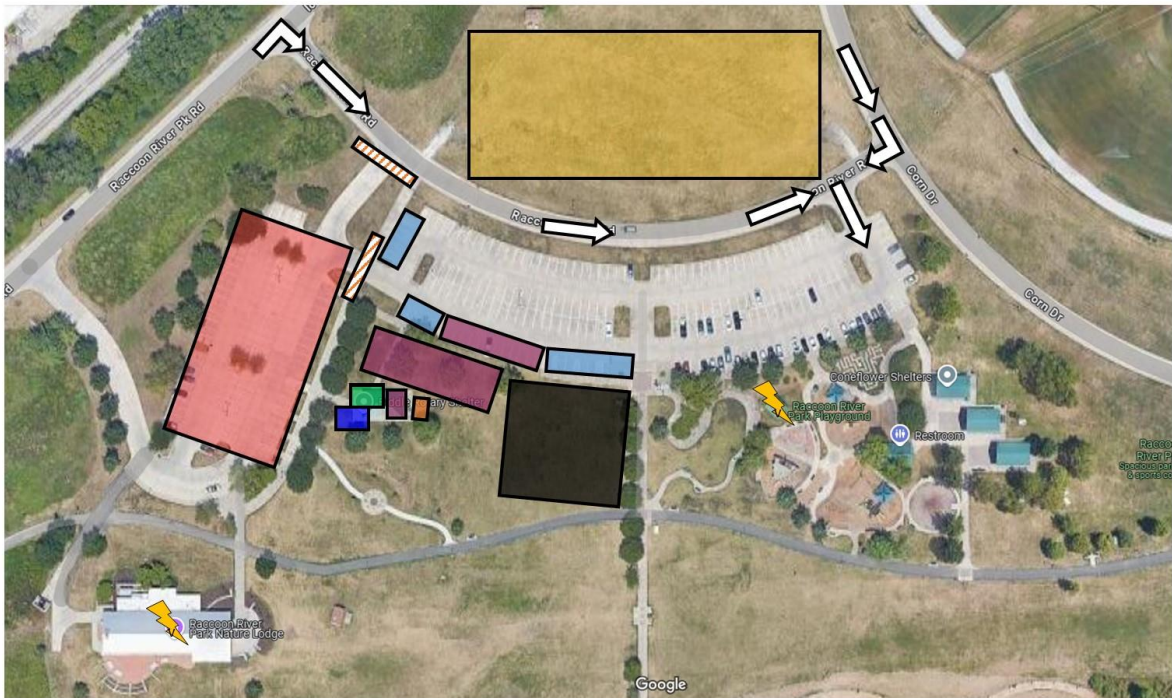


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- Shelter: In the case of severe weather, shelter in an enclosed building (lodge and restrooms). If a building with walls is not available, seek shelter in your vehicle.
- Barricade: No entry available to attendees, unless otherwise noted.
- Vendors
- Team Camps
- Volunteers: Check-in and Headquarters.
- Stage: Opening and closing ceremonies
- Registration: Attendee registration and packet pick-up.
- Overflow Parking

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Resources:

https://www.weather.gov/otx/Outdoor_Event_Weather_Preparedness

https://www.weather.gov/media/crh/eventready/Event_Ready_Guide.pdf

[Iowa DOT/511 road conditions](#)