



## Protocol – Actions & Communications for Severe Weather

Depending on the location and type of event planned, CanopyBloomington understands the need for good planning and communication to keep everyone safe. This protocol provides a baseline for staff to follow if severe weather threatens an event. Canopy staff does reserve the right to make best judgement calls before or during the event depending on the weather conditions and judgement calls.

### Overview

Canopy plants trees in the rain as needed when it is safe and soil conditions are favorable. Exceptions include when rain is or has been excessive; high winds are present or expected; tornado watches or warnings are in effect; and, of course, if lightning is present. Canopy staff who are planning and executing events make the determinations for the organization, act and communicate with volunteers based on these protocols and monitor weather conditions leading up to and throughout events. Everyone's safety is paramount.

### Planting Protocol

#### **Ongoing**

Canopy's Rain and Severe Weather Policy is made accessible on the website.

#### **Prior to Planting**

Alternate rain/weather date selected and held in the Canopy calendar. One selected per planting season.

#### **One Day Before**

1. Morning: Executive Director and Community Engagement Specialist will review weather radar to determine whether the event should be cancelled;
2. Afternoon:
  - If cancelled; Volunteer emails sent with new planting date, asking volunteers to reply as to their availability;
    - staff begin making all needed adjustments to accommodate new date;
    - communicate date change on website and social media;
    - staff to connect with any partners not included in the volunteer email to communicate the change of date;
  - If not cancelled; Volunteer emails are sent with details of the planting and notification of Canopy's Weather Policy. The email will include;
    - highlights of the policy (Canopy does plant in the rain ... please be prepared and dress accordingly ... we will break and move to safety if lightning is present ... )
    - a note about timeline ("As of this email, the planting is still scheduled for tomorrow, April 5 from 9am-1pm. If the planting is delayed or postponed to another date, you will receive an email by 7:30 am Saturday, April 5." PLEASE review your email before heading

- to the planting!);
- a link to the full Rain and Severe Weather Policy ;
- a final note about rescheduling (“If the planting is postponed and rescheduled, the new date will be provided in that email.”

### **Morning of Event**

1. Prior to 7:30 am;
  - Executive Director (ED) and Community Engagement Specialist (CES) have emails prepared in case of delay or postponement;
  - ED and CES make decision to continue with the event, delay until 10am or postpone to new date;
2. If event is postponed to a new date;
  - email is sent to all volunteers;
  - new date is specified in all communications;
  - website and social media is updated;
  - staff go to planting headquarters to meet any volunteers who show up (we understand that not all volunteers register for plantings in advance);
  - volunteer recruitment to begin, finding volunteers for a new date;
  - resident teams are updated based on availability for a new date.
3. If event is delayed one hour;
  - Emails are sent to all volunteers stating that we still plan to plant trees, but will be delaying until 10am. The email will include language that we will make a final decision by 9am whether the planting will proceed or be postponed to a new date;
  - if volunteers arrive on-site, we will hold them there (in their cars if raining) to begin planting by 10am;
    - a. At 9am, the planting will be postponed to a new date, or will proceed;
      - If postponed;
      - any volunteers present will be thanked and released;
      - email is sent to all volunteers;
      - website and social media is updated;
      - volunteer recruitment to begin, finding volunteers for a new date.
4. If event moves forward as planned;
  - All Canopy staff and Board Members present will be on 'weather watch';
  - Team planting leads will have their cell phones on, checking as needed;
  - Ed and CES will monitor radar until they determine it to be unnecessary;
  - ED and/or CES will communicate any severe weather warnings to teams by texting and calling team leads;
  - The planting will be cancelled at the first sight of lightning
  - All volunteers will be asked to return to headquarters and/or their vehicles for safety;
  - Any volunteer reserves the right to stop planting at any time they are uncomfortable with the weather conditions.