

Considerations for Weather Policy

1. Who are the decision makers?
2. At what temperatures will we close or cancel distribution for all seasons?
3. What type of storm or other weather event will cause us to close?
4. When will we make decision to close by?
 - a. For deliveries - SHH cancellation deadline is 2:30pm, 2 business days before delivery. In urgent situations at least 24 hours is requested.
 - b. For distributions – What considerations do we need to factor into our timeline such as local newspaper or radio deadlines?
5. How and when will we notify staff, volunteers and clients?
6. What is our plan for rescheduling distributions or deliveries?
7. Can we use school closings as a way to determine closings and also provide notification?
8. How do we make things safer during extreme weather? For example, shoveling, deicing, air conditioning, assisting clients, etc.
9. What is our back-up plan if regular volunteers cannot make it in due to weather?
10. How do we proactively communicate our weather policy to staff, volunteers and clients?
11. Where and how is our weather policy documented?

SAMPLE -- SECOND HARVEST HEARTLAND WEATHER POLICY

Weather Report/Forecast Source: weather.gov

Who and when:

- Decision Makers: Transportation Director and Chief Operations Programs Officer
- Temperature – by noon the day before; base a decision on the forecast for 5:00am for the following day and/or actual conditions
- Snow – forecast for 5:00am next day and/or actual conditions
- Agency Relations has a full Agency Partner Communication plan and procedure document that will be followed for Agency Partners

Closing Consideration:

- Temperature: -30 with windchill (similar to school districts)
- Snow: Foot of snow + TBD based on conditions (wind/ice)

Communication:

- If we are closing the entire organization – there will be organization wide communication.
- If we are open, but weather conditions are challenging – employees should work with their direct manager regarding working hours and structure to ensure needs of the department are met along with employee safety.
- External Partners will be communicated with accordingly based on current processes and procedures and the circumstances – this could include Agency Partners, Clients, Volunteers, and others.

Employee Impact:

- If SHH as an organization closes: employees are paid for their scheduled hours
- If employee is unable to come in (due to weather): PTO