



## Inclement Weather Procedure

### Related Policy

<b>WHS Policy</b>	<b>Risk Management Policy</b>
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### Related Procedures

<b>Fire Danger Procedures</b>	<b>Risk Management Procedures</b>
<b>Volunteer Handbook</b>	<b>Reception Procedure Handbook</b>
<b>Bus Handbook</b>	<b>CiC Handbook</b>
<b>Drivers Handbook</b>	

### Documentation

<b>Bushfire Information &amp; Procedure brochure</b>	<b>Checklists when following day is classified as a Catastrophic Fire Danger Day, Extreme Inclement Weather Warning Day, Server Inclement Weather Warning Day. Checklist re notification of Bushfire or inclement weather during the day.</b>
<b>Inclement Weather Checklist</b>	
<b>WHS Definitions</b>	

The Hut's policy is to remain open and conduct business as usual during periods of severe or extreme inclement weather conditions unless classified as a Catastrophic Fire Danger Day.

The Hut's leading indicators will be the weather warnings issue by the Bureau of Meteorology, e-mail advice from the CFS warnings of fires which occur throughout any day and discussions with relevant Hut Staff.

If a staff member believes they cannot commute safely between their home and either the Hut Community Centre or the program/activity due to the inclement weather the staff member is required to notify either their immediate supervisor, the Hut Executive Officer (EO) or the Hut Community Development Manager ( CDM).

### Natural Disasters – environmental conditions

In the event of a notification of potential inclement weather, or natural disasters such as flooding, fire, damaging high winds, storms, or environmental conditions that occur without warning, the EO and CDM will meet as soon as possible following the occurrence and action procedures. Actions will be based on the overall concern for safety and security of Hut staff, clients and participants.

## **For Class /Activities Cancellation**

The EO or CDM has the authority to cancel classes/project due to inclement weather conditions or other environmental factors that may jeopardise the safety of staff, clients or participants, traveling to or from The Hut. For personal safety reasons, employees may choose not to report to work or to depart early from work but must follow Hut practices for reporting.

## **For Cancelling or Postponing Sponsored or Hosted Activities or Events**

The EO or CDM has the authority to cancel or postpone sponsored or hosted activities or events due to inclement weather conditions or other environmental factors that may jeopardise the safety of Staff, clients and participants:

- in the event
- at the event
- traveling to the event

If a decision is made to cancel or postpone the activity or event or part of the activity or event, the project supervisor/coordinator will assume responsibility for notifying staff and participants in a timely manner.

## **Inclement Weather/Environmental Factors Communications Plan**

### **Catastrophic Fire Danger Days**

On days categorised as Catastrophic Fire Danger Days (i.e. Total Fire Ban Days) the following procedures apply:

- All Hut programs, events, services including personal transport are cancelled
- Organisations or individuals hiring the Community Room or Aldgate Valley Community Hall are advised of this policy, that there will be no one in attendance at The Hut Community Centre and that they are to apply their own Safety Plans.
- The Check-list in response to a forecasted "Catastrophic Fire Danger Day" is to be completed by reception staff if possible the day prior to ensure all affected by cancellation of services are contacted, consistent information is provided to them and action taken is recorded. Paperwork is to be given to the Executive Officer to file in the appropriate folder.

- **Community Buses**

- Following notice of a “Catastrophic Fire Danger” day (typically by 4.20 pm the previous day) clients or their emergency contact will be advised of the cancellation of the bus services and asked what the implications are for them (e.g. no food in the house). Where possible, clients are booked onto services for latter that week if required. If the cancelled services have severe impact on the client, the CDM (or EO if CDM is not available) is to be advised and an arrangement made to meet emergency needs.
- Clients are to be advised that The Hut cannot accept responsibility for their safety in the case of a bushfire or inclement weather and they should activate their Safety Plan.

### **On days categorised as “Extreme Inclement Weather Warning Days”**

- The Check-list when following day is a “Extreme Inclement Weather Warning Day is to be completed by Reception staff to ensure all affected by cancellation of services are contacted, consistent information is provided to them and action taken is recorded. Paperwork is to be given to the Executive Officer to file in the appropriate folder.
- **Community Buses (as per Catastrophic Fire Danger Days)**
- **Personal transport (will be provided, subject to availability of volunteers)**
  - Volunteers are encouraged to follow their personal Action Plans for days of Severe/Extreme Inclement weather conditions. If their plan dictates that they are not available for personal transport they must advise Reception and have this noted against their name on the volunteer driver contact list
  - Clients are to be advised that they should have on hand a taxi voucher or equivalent as neither The Hut nor Hills Community Passenger Network may be able to provide a service due to a shortage of drivers on these days.

### **On days categorised as “Severe Inclement Weather Warning Day”**

- Local and suburban shopping buses will operate but Mystery Trip Bus outings using the Adelaide Hills Community Buses are to be cancelled.
- The Check-list when following day is a declared “Severe Inclement Weather Warning Day” is to be completed by Reception staff to ensure all affected are contacted, consistent information is provided to them and action taken is recorded. Paperwork is to be given to the Executive Office to file in the appropriate folder.

## Events, Activities or Programs

- It is the responsibility of Hut Management in consultation with Project and Event Co-ordinators taking into account the nature of the services, events, activities or program, its location and characteristics of its participants, clients or participants, to agree on whether to operate on Extreme or Severe Inclement Weather Warning Days. Refer Inclement Weather Checklist

## Bushfires/Inclement Weather

Each Hut Program and service is to have a Emergency Preparedness Plan. This plan is to address:-

- What to do:
  - Before the program commences and
  - After the program commences
- What to do in case of a fire or emergency on the premises
- How to use the fire extinguishers, if relevant
- Where the evacuation and assembly points are (if relevant to the premises)
- To check when the last evacuation drill was conducted (if more than 2 years ago, schedule to hold one)

In the event of a Bushfire or Inclement Weather warning when Hut programs/Activities/or event are operating, The Hut procedure is as follows:-

- The Action Plan for the program/event is to be implemented
- Hut staff at the Station precinct will assist Program/ Event Co-ordinators likely to be affected with information to determine the level of the threat from the fire or inclement weather conditions in relation to its location, direction and severity
- Hut Management will balance service provision and staff, clients and participants' welfare and will take all reasonable steps to keep staff, clients and participants informed of the risks associated with the warnings and will take steps to minimise risks of injury or harm.
- If evacuation is necessary the main power in the meter box is to be turned off before leaving any buildings, to reduce the likely hood of electrical equipment being damaged and electrical wires short circuiting or sparking if safe to do so.
- SA Power Networks should be contacted (131366) to advise of fallen power lines or if a site has no power supply (if feasible, check SA Power Networks website first to see if they are aware of an outage in the area).  
<http://www.sapowernetworks.com.au/centric/home.jsp>
- It should be assumed that fallen power lines are live and under no circumstances should they be touched or moved. Nor should anything that is in contact with fallen power lines (e.g. a car or a building) be touched.
- Fallen trees should be avoided as they can become conductors of electricity containing the risk of electric shock or electrocution.

- [The Checklist if bushfire/Inclement Weather is notified during the day](#) is to be completed by Reception staff to ensure all affected by changes to services and programs are contacted, consistent information is provided to them and action taken is recorded.

Paperwork is to be given to the Executive Officer to file in the appropriate folder.

**Hut Management will:-**

- liaise with the CFS and the Bureau of Meteorology, to determine the threat to all engaged in Hut programs, events and activities
- take all reasonable steps to:-
  - keep staff, clients and program/events and services participants informed of the risks associated with the threat
  - minimise those risks to in conjunction with advice from the CFS and Bureau of Meteorology

After the threat, Hut Management will endeavour to reopen services as soon as possible. Risk Management strategies to support business continuity are covered in the Risk Management Policy, procedures and risk matrix.

Procedures Approved		Date 12/07/2017
Signature		
Date for review 12/07/2020	Responsibility	WHS Committee
To be reviewed every 3 years		



## Checklist When Following Day is a “Catastrophic Fire Danger” Day

**Receptionist's Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### Reception responsibilities:

After 4pm on the day prior to a notified “Catastrophic Fire Danger” day.

#### Buses:

- Phone the bus drivers and helpers
- Phone clients and advise them that the bus will be cancelled
- Phone the mystery trip venue to cancel
- Contact community groups who have booked a bus – bookings are cancelled if on a “Catastrophic Fire Danger” day
- Arrangements need to be made for collection of keys for weekend bookings if “Catastrophic Fire Danger” day falls on a Friday.

#### Personal Transport:

- Volunteers will not be required to provide personal transport.
- Check 'Transport Book' and contact clients and ask them to reschedule medical and other appointments
- Phone volunteer drivers to remind them of the “Catastrophic Fire Danger” day and that they are not required to provide transport
- Clients using taxis must be advised of the risks when deciding to travel under extreme weather conditions.

#### Courses/Programs/Activities/Events:

- Contact Event Co-ordinators, Project officer, scheduled course/program tutors and attendees, – The Hut is closed on a “Catastrophic Fire Danger” Day and all courses/programs/activities or events are cancelled.
- Arrangements need to be made for collection of keys for weekend room bookings if “Catastrophic Fire Danger” day falls on a Friday.

#### Volunteers:

- Contact volunteers due to work on following day – The Hut is closed on a “Catastrophic Fire Danger” Day

#### Room Bookings:

- If a program held in our venue is cancelled, please record cancellation in Room Bookings diary.

Completed	Time	Signed



**Checklist if When Following Day is an “Extreme Inclement Weather Warning” Day**

**Receptionist's Name:** \_\_\_\_\_

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

**Bus Services:** Due to Adelaide Hills Council Restrictions, it is Hut Policy that “in the event of a declared Extreme Inclement Weather Warning Day in the Mt Lofty Ranges district, all bus services using the AHC community buses are to be cancelled.”

**Personal Transport Services** will still be provided, subject to availability of volunteer.

**Courses/Programs/Activity or Event:** It is the responsibility of Hut Management in consultation with Project Officer and Event Co-ordinators taking into account the nature of the services, events, activities or program, its location and characteristics of its participants, clients or participants, to agree on whether to operate on Severe or Extreme Inclement weather warning days.

**Reception responsibilities:**

After 4 pm on the day prior to a notified “Extreme Inclement weather warning” day

**Buses:**

- Phone the drivers and helpers – shopping, mystery trip and any other organised outings and advise them that the bus will be cancelled.
- Phone client and advise them that the bus will be cancelled.
- Phone the mystery trip venue to cancel.
- If ‘Let’s Do Dinner’ is on, cancel the venue (Tuesday).
- Contact Community Groups who have booked the bus to inform them of the Extreme Inclement weather and cancellation of their booking

**Personal Transport:**

- Check Personal Transport Book for scheduled transport.
- Check availability of scheduled drivers on an Extreme Inclement Weather Warning Days on the Volunteer contact list for Transport located in the Personal Transport diary.
- If the volunteer has indicated they are unavailable on an Extreme Inclement Days contact another volunteer who is available to fill in. Let the client know the name of their new volunteer.

**Courses/Programs/Activity/Events: (if cancel)**

- Contact all scheduled course/program tutors and attendees, Event Co-ordinators and Project Officers that the Course/program/activity or event has been cancelled.

**Room Bookings**

- If a program held in our venue is cancelled, please record cancellation in Room Booking Diary.

<b>Completed</b>	<b>Time</b>	<b>Signed</b>
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**Checklist if When Following Day is a “Severe Inclement Weather Warning” Day**

**Receptionist's Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Buses** “in the event of a declared Severe Inclement Weather Warning day in the Mt Lofty Ranges district, local and suburban shopping buses will still operate but Mystery Trip bus outings using the AHC community buses are to be cancelled.”

**Personal Transport Services** will still be provided, subject to availability of volunteer.

**Courses/Programs/Activity or Event:** It is the responsibility of Hut Management in consultation with Project Officer and Event Co-ordinators taking into account the nature of the services, events, activities or program, its location and characteristics of its participants, clients or participants, to agree on whether to operate on Severe Inclement Weather Warning days.

**Reception responsibilities:**

After 4 pm on the day prior to a notified “Severe Inclement Weather Warning” day

**Buses:**

- Phone the mystery trip drivers and helpers on the mystery trip and any other organised outings other than shopping trips.
- Phone clients of mystery trips and trips other than shopping to advise them that the bus will be cancelled
- Phone the mystery trip venue to cancel
- If 'Let's Do Dinner' is on, cancel the venue (Tuesday).
- Contact Community Groups who have booked the bus to inform them of the Severe Inclement Weather Warning conditions and cancellation of their booking

**Personal Transport:**

- Check Personal Transport Book for scheduled transport.
- Check availability of scheduled drivers on a Severe Inclement Weather Warning Day on the Volunteer contact list for Transport located in the Personal Transport diary.
- If the volunteer has indicated they are unavailable on a Severe Inclement Weather Warning Day contact another volunteer who is available to fill in. Let the client know the name of their new volunteer.

**Courses/Programs/Activity or Event: (if cancel)**

- Contact all scheduled course/program tutors and attendees, Event Co-ordinators and Project Officers that the Course/program/activity or event has been cancelled

**Room Bookings**

If a program held in our venue is cancelled because of a Severe Inclement Weather Warning, please record cancellation in Room Booking Diary.

Completed	Time	Signed





## INCLEMENT WEATHER– CHECK LIST

DATE:.....

EVENT ORGANISER:.....

Action Item	Yes/No
<b>EVENT MANAGEMENT</b>	
Prior to the commencement of the event the Event Co-ordinator will:-	
<ul style="list-style-type: none"> <li>• Obtain details about predicted local weather conditions from the Bureau of Meteorology (BOM) or CFS including ambient temperature, hazardous conditions – storms, thunder, lightning and fires</li> <li>• Obtain evacuation procedure of the activity venue</li> <li>• First aid officials, venue representatives and all other relevant persons are aware of the Huts Inclement Weather Procedures</li> </ul>	
<b>VENUE</b>	
Adequate water available and accessible to all participants	
Ice and ice packs available and accessible to all participants – for purchase and for medical needs	
Portable fans/air conditioners available, where required	
Promotion of fluid intake in hot weather	
Appropriate broom or squeegee available that can be utilised in the event of water pooling on an activity surface	
Adequate safe areas/shelter identified for number of participants in attendance in the event of inclement weather	
Ensure all event staff are aware of the evacuation procedure for the venue	
<b>ISSUE IDENTIFIED</b>	
If incident occurs due to Inclement weather conditions, ensure adequate medical care is provided and person(s) monitored	
If incident occurs due to Inclement weather conditions, ensure an Accident/Incident Report Form completed and retained	
Refer to the Huts Inclement Weather Procedures and consult with relevant persons to assess the situation	
Have all measures been taken to rectify the issue?	
If no to above, additional measures to alleviate issues in venue are to be actioned immediately	
If conditions do not improve from initial incident/report and all action has been taken to rectify the situation Hut Management will determine if event activity will be postponement or cancelled	
Advise relevant participants of cancellation/postponement	

*NB: This check list is not exhaustive and can be enhanced to cater for specific events*



## Checklist if Bushfire or Inclement Weather is notified during the Day

<b>Receptionists Name</b>	<b>Date</b>
<b>Bushfire/Inclement Weather (circle if applicable)</b>	<b>Time of notification</b>

**Reception responsibilities: Cancellation of trips dependant on location of fire (within a 100 km radius of The Hut).**

**After notification of a bushfire or Extreme or Severe Inclement weather conditions in the Adelaide Hills.**

**Buses:**

- Contact any current drivers and helpers on the road or those that may have a scheduled trip for that day.
- Phone any client pick-ups pending and advise them that the bus will be cancelled
- If mystery trip is to be cancelled, phone the venue.

**Record destination of Mystery Trip:** \_\_\_\_\_

**Personal Transport:**

- Volunteers will not be required to provide personal transport.
- Check 'Transport Book' and contact any clients scheduled for transport and ask them to reschedule medical and other appointments.
- Clients using taxis must be advised of the risks when deciding to travel under extreme weather conditions.

**Courses/Programs/Events:**

- Advice any current Project Officers/Event Co-ordinators, clients, Participants, tutors attendees –the need to activate Bushfire or Inclement Weather plans

**Walks: (If in the area of the Bushfire)**

- Contact any current walking groups in the area – need to activate Bushfire/Inclement Weather Plan.

**Record location of Walk** \_\_\_\_\_

**NOTES: Please record any follow up required**

<b>Completed</b>	<b>Time</b>	<b>Signed</b>
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