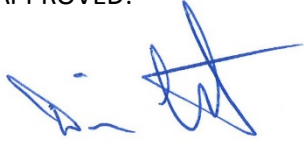


**City of Roseville - Parks, Recreation & Libraries Department  
Department Policies & Procedures**

APPROVED:



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Number: 6.1.4

Effective Date: April 26, 2017

**Subject: Program and Event Cancellation/ Modification Due to Inclement Weather**

Purpose

To establish guidelines and procedures for cancelling, moving indoors or modifying a city staffed program or event during inclement weather or unsafe levels of air quality. The variety of programs and events offered have multiple factors that may or may not require a cancellation or modification. It is at the discretion of the program/ event supervisor to make a decision that has the participant's and staff safety in the city's best interest.

Policy

- Air Quality
  - When the Air Quality Index reaches 101+ (Unhealthy for Sensitive Groups) outdoor programs and events should be limited, closely monitored and participants with asthma or other respiratory problems should be closely supervised.
  - When the Air Quality Index reaches 201+ (Very Unhealthy) programs and events should be considered moved inside or cancelled.
  
- Outdoor Heat Temperature
  - When temperatures reach 95+ degrees before or during a program or event, staff may modify to limit activity, increase water breaks and rest and utilize shade where available.
  - Temperatures above 95 degrees, staff will consider moving a program or event indoors if appropriate or cancel.
  - Staff are required to complete the City of Roseville Heat Illness Training prior to the program season starting.
  - Staff are required to follow the Heat Illness Procedures set forth by OSHA once the temperature reaches 85 degrees.
  - Aquatic programs are not required to adhere to the above outdoor heat guidelines.
  
- Outdoor Cold Temperature
  - When temperatures fall below 32 degrees at the time of the program or event staff may modify activity and consider moving indoors if available.

- Rain
  - If rain is scheduled at the time of the program or event, staff will consider moving the program or event indoors or cancel if appropriate.
  - If it begins raining during a program or event, staff will make the decision to move the program or event indoors, if available, or continue until the rain causes a safety concern for the participants. At which time the program or event would be cancelled.
  - For Youth and Adult Sports, in addition to the above mentioned, refer to the *Sports Field Inclement Weather Policy* for more information.
  - Aquatic programs do not adhere to the Rain portion of this policy and will continue their programs as usual.
  
- Lightning/ Thunder
  - 30-30 rule: Once lightning is seen staff will begin counting. If thunder is heard before counting to 30 seconds programs should be moved to a safe location or be considered to cancel.
  - Programs or events may resume 30 minutes after the last thunder clap. It is the discretion of the program/ event supervisor to decide how many postponements before cancelling.
  - This rule would also apply to the Mike Shellito Indoor Pool.
  
- Temperature of outdoor/ uncovered All-Weather field:
  - All weather turf can be approximately 30-50 degrees hotter than natural turf.
  - It is recommended that the appropriate precautions are taken, based on the activity, when the outdoor temperature reaches 95+ degrees by following the above *Outdoor Heat Temperature* guidelines.

### Procedure

- When a program or event is cancelled or deviates from what was originally advertised, i.e. moved indoors or to a different location, staff will contact the parent/ guardian of the participant(s); or contact the participant(s) themselves who may be scheduled for participation later in the day.
- Staff will also contact the following:
  - Parks & Rec Front Desk Staff
  - Parks & Rec Marketing & Communication Team to request they post changes on the city web page, host sites and on the necessary social media sites. Authorized staff may also post information.
- With changes to a program due to weather occur, notifications and updates will be made no later than two (2) hours prior to the start of the program.
- If programs are cancelled, it is the discretion of the program or event specific supervisor on how they decide to move forward. Refer to the *Recreation Refund Policy*.
- For special event cancellations please refer to the Special Event Cancellation protocol in the Town Square folder.

### Document Reference

- Roseville Air Quality Index: [www.airnow.gov](http://www.airnow.gov)

- City of Roseville Heat Illness Training & Procedures: *B:\PARKS\PARKS\Training\Safety Training*
- Heat Illness Training:  
[http://app.targetsolutions.com/tsapp/dashboard/pl\\_fb/index.cfm?fuseaction=c\\_pro\\_assignments.showSelfAssign](http://app.targetsolutions.com/tsapp/dashboard/pl_fb/index.cfm?fuseaction=c_pro_assignments.showSelfAssign)
- Sports Field Inclement Weather Policy: *B:\PARKS\PARKS\Picnic-Sports Field Rentals*
- Special Event Cancellation protocol: *B:\PARKS\PARKS\Town Square\Forms*