

**SAINT PAUL PARKS AND RECREATION
Policy and Procedures - Department**

NUMBER : DEP. 6.1.9
PLACEMENT: Risk Management

EFFECTIVE DATE: 12.16.2003
UPDATED: 01.2014, 01.10.2015

SUBJECT: SEVERE WEATHER POLICY

PURPOSE: To establish guidelines and procedures for how to handle extreme cold and heat/humid conditions in order to protect participants, spectators and staff.

POLICY STATEMENT: In the interest of the safety and welfare of employees and park visitors, the Department of Parks and Recreation retains the right to cancel or curtail activities due extreme weather conditions.

EXTREME COLD WEATHER PROCEDURES

The following are procedures for extreme cold weather conditions. Programs, special events, and other activities may be canceled and facilities closed under the conditions outlined below. Procedures under Section A apply to ALL COLD WEATHER CONDITIONS.

SECTION A

Cold weather-reported or forecast temperature of 25 degrees below zero (without a wind) OR any combination of wind and temperature that is 25 degrees below zero or colder.

This information may be obtained from the local weather channel.

1. All outside Parks and Recreation activities are subject to cancellation or postponement.
2. All buildings will remain open and staffed to answer the phone and to advise the public of closure and of the potential danger.
3. Facilities that are open will change the voice mail recording to assist with providing information to incoming callers who cannot immediately reach a staff person.

SECTION B

Icy weather conditions

1. When the Weather Bureau has issued travel warnings
2. When visibility for road travel is severely limited
3. When partner facilities are not available due to closure
4. Monitor WCCO radio for cancellations. The Mayor's Office or Parks and Recreation Director may cancel activities.

SECTION C

Blizzard or other snow fall conditions that would significantly limit staff or participants ability to safely travel to the activity site

1. When the Weather Bureau has issued travel warnings
2. When visibility for road travel is severely limited
3. When partner facilities are not available due to closure
4. Monitor WCCO radio for cancellations. The Mayor's Office or Parks and Recreation Director may cancel activities.

SECTION D

Notification of participants and the public

1. Post message on facility phone voice mail.

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2. Call participants in chronological order if they have a scheduled function.
3. Request an announcement by WCCO AM radio.
4. Post the closing notice on the front door window of each facility and on the site/facility web page.

SECTION E

Decision to close facilities due to weather can only be made by:

1. Mayor or Designee
2. Director of Parks and Recreation or Designee

SECTION F

Staff should refer to the City's Adverse Weather Policy. This may be accessed at:

1. The City of St. Paul's web page.
2. If computer access is not available, contact the facility manager for a copy.

SECTION G

Share weather information, closings, etc. with other Parks and Recreation staff.

GUIDELINES FOR EXTREME HEAT AND HUMID WEATHER CONDITIONS

Programs, special events, athletic games, practices, and other activities may be canceled, facilities may be closed or adjustments may be made due to weather under the following conditions:

- When heat and humidity are such that participants engaged in vigorous activities for prolonged periods could become over heated and continued activity becomes dangerous
- When the heat index* possess a possible threat to the safety of participants and spectators
- When weather conditions present a threat to the safety of participants and spectators
- When lightening is present or is associated with thunder
- When thunder alone is present

When inclement weather is in the forecast, a real time weather tracking program should be used and staff should monitor the event or activity and make appropriate determination.

NOTE: Lightning can strike 10 miles ahead of or behind the storm front and thunderhead clouds.

SECTION H

Heat Index Information

- Heat Index is an important consideration when assessing risk in hot and humid conditions. It is the temperature the body feels and is a measure of how humidity acts in conjunction with high temperatures to reduce the body's ability to cool itself. In computing the Heat Index, the chart assumes the person in the shade, at sea level and with a wind speed of 6mph. Exposure to direct sunlight can increase the Heat Index by 5-15 degrees.
- The daily Heat Index is based on a scale from 0 to 10. An index value ranging from 4 to 6 indicates that the conditions at a given location are typical for that time of year. Therefore, when the index values are between 0 and 3, conditions are cooler than average and added stress due to heat will not be a factor on those days. However, index values ranging from 7 to 10 are indicative of above average heat stress conditions. There may be some discomfort associated with heat stress when the index is between 7 and 9. A HSI above 9.0 indicates severe stress, and people need to take precautions because they are not acclimated to such extreme conditions.

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REQUIRED ITEMS AND/OR RELATED INFORMATION:

<http://www.weather.gov/om/windchill/>

<http://www.nws.noaa.gov/om/heat/index.shtml>

Section Manager's Responsibilities	Supervisor's Responsibilities	Employee's Responsibilities
<p>Insure all employees under his/her jurisdiction are aware of this policy and procedures.</p> <p>Insure that supervisors in his/her division enforce this policy and procedures.</p>	<p>Advise the public about program changes or facility closings due to weather conditions.</p> <p>Insure that employees follow this policy and procedures.</p> <p>Issue warnings or initiate disciplinary action as needed to ensure employee compliance.</p>	<p>Adhere to the policy.</p> <p>Follow the procedures.</p> <p>Ask for additional training if needed.</p>

Owner: Randy Graff, Safety and Security supervisor

Next Review Date: 01.2016

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