Inclement Weather and Cancellation Procedure
For Agency Partner Sites
December 2020

In the event of inclement weather, every effort will be made to continue the scheduled distribution. Agency Partners should let their Second Harvest Regional Program Manager know what tools or materials would help the distribution to continue during the rainy season.

All provided supplies belong to Second Harvest, so please return them at the end of each distribution. There may be exceptions where we request a Partner to store the supplies onsite, which will be communicated and worked out in advance between the Partner and the Program Manager.

In the case of extreme inclement weather, either the Partner or the Manager can initiate a cancellation. When bad weather is anticipated in advance, the Partner and Program Manager should have a discussion the day before the distribution to decide if cancellation is warranted. This should include which conditions must exist (if taking a wait and see approach) and what resulting communications must be made in the event of cancellation.

If there is unexpected inclement weather on the day of the distribution, either the Partner or the Program Manager must notify the other party of their intentions to cancel the distribution AT LEAST 3 HOURS BEFORE THE EXPECTED TRUCK ARRIVAL TIME. Safety will be our highest priority.

Second Harvest will do our best to announce the cancellation to clients through a text message. Second Harvest will also inform our volunteers of the cancellation. Clients can contact Second Harvest's Food Connection number (1-800-984-3663) to receive updates on the distribution and get a referral for groceries at another location if needed. The Partner should put out signage and/or distribute flyers at the Site if possible, letting the community know that the distribution is not taking place (please make sure to change the Agency Name in the header of the flyer).

Questions? Please contact your Second Harvest Regional Program Manager or agencyhelp@shfb.org**.**