



Inclement Weather and Cancellation Procedure For Second Harvest Sites

December 2020

In the event of inclement weather, every effort will be made to continue the scheduled distribution.

Site Leaders may request the following supplies to arrive with the trucks, at least 2 days before the day of the distribution:

- Canopies: the primary purpose of the canopies is to keep the food dry. They include weights to hold them down and side walls for protection
- Tarps
- Freezer Blankets
- Disposable Ponchos: we encourage volunteers to dress appropriately for the weather. However, we can also provide (limited) ponchos as emergency backups

Site Leaders should request the supplies through their Second Harvest Regional Program Manager. The Program Manager will determine the necessary quantity based on the size of the distribution. At the end of each distribution, we expect to receive back the canopies and freezer blankets. Site Leaders should keep the unused ponchos and tarps with them for future distributions, and let the Program Manager know how many are still available for future use.

In the case of extreme inclement weather, either the Site Leader or the Program Manager can initiate a cancellation. When bad weather is anticipated in advance, the Site Leader 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 Site Leader 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 Site should put out signage and/or distribute flyers at the Site if possible, letting the community know that the distribution is not taking place.

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