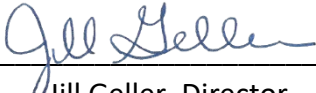


City of Roseville - Parks, Recreation & Libraries

Department Policies & Procedures

APPROVED:



Jill Geller, Director

Number: 6.1.4

Effective Date: 04/26/2017

Revised Date: 10/02/2024

Last Reviewed Date: 10/02/2024

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

Purpose

The City of Roseville Parks, Recreation & Libraries Department (PRL) has established a policy to provide 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. To establish criteria for extending facility hours to the public during severe heat events, not outlined in the City's Emergency Management Plan.

Policy

Air Quality

- When the Air Quality Index (AQI) reaches 151+ (Unhealthy), all outdoor programs and events shall be cancelled or moved inside.
- If the AQI is 150 or below when an outdoor program begins, and the AQI reaches 151+ while the program is in session, program modifications shall be as follows:
 - For outdoor programs with a duration of one hour or less, the program may continue until its scheduled conclusion.
 - For outdoor programs with a duration of longer than one hour, the program may continue for up to one hour after the AQI reaches 151+, at which time the program must either conclude or move indoors (unless the AQI has returned to 150 or below).
 - Air Quality Index will be monitored through www.airnow.gov or www.map.purpleair.com, with Purple Air being the preferred AQI reference.

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 at or above 100 degrees, staff will consider moving a program or event indoors if appropriate or cancel.
- 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.

Temperature of outdoor/uncovered All-Weather 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.
- Thunder/Lightning:
 - 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 thunderclap. It is the discretion of the program/ event supervisor to decide how many postponements before cancelling.
 - This rule would also apply to Mike Shellito Indoor Pool.

Procedure(s)

- 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

Training/Education

Staff are required to complete and have documented the City of Roseville Heat Illness Training and the Outdoor Smoke Protection Plan prior to the program season starting.

Document Reference

www.airnow.gov

www.map.purpleair.com

[RoseU Training: Safety- Heat Illness Prevention](#)

Heat Illness Training: [B:\PRL\PARKS\Training\Safety Training Heat Illness Training](#)

Sports Field Inclement Weather Policy: [B:\PRL\RECREATION\Youth Sports Coalition\Dustin D\Field](#)

[Allocations\Inclement Weather Policy.pdf](#)

[Event Cancellation SOP](#)