Inclement Weather

Approved by: __________________________
WWA Director

Reviewed by: __________________________
Volunteer Monitoring Coordinator

1.0 PURPOSE AND GOALS

1.1 The goal of this SOP is to describe the protocol to be used in the event of inclement weather. The first step is to determine the severity of the inclement weather threat as reflected by a potential closure of CCU and county-wide OPCON levels.

1.2 This SOP prioritizes volunteer safety, comfort, and minimization of threat to equipment.

2.0 STANDBY

2.1 If a potential inclement weather event is emerging, CCU and Riverkeeper staff will meet early during the day prior to sampling to assess conditions and determine how often to regroup throughout the day. Both parties will monitor National Weather Service reports, CCU bulletins and Counties’ OPCON levels.

2.2 No later than 3 PM on the day prior sampling, CCU and Riverkeeper staff will agree upon a plan of action that can include a program-wide deferral of the sampling to a later date. An email will be sent to all volunteers to notify them of the plan of action.

2.2.1 In the case where a program-wide deferral is not instituted, the volunteers will be reminded of the inclement weather policy (listed below) and be encouraged to sample as soon as possible once weather permits.

2.2.2 In the event of a program-wide deferral, volunteers will be encouraged to sample as soon as possible once weather permits. More details on protocol for a program-wide deferral are provided in Section 6.0.
3.0 COMMUNICATION CHAIN

3.1. CCU and Riverkeeper will use the following communications chain to maintain contact. To facilitate timely relay of information, phone calls and texting, rather than emails, will be used.

![Communication Chain Diagram]

4.0 INCLEMENT WEATHER POLICY

4.1 The following is the official statement of the volunteer monitoring programs’ Inclement Weather Policy:

“Team members can choose to implement the volunteer monitoring inclement weather protocol in advance, if the weather forecast dictates, or on the morning of sampling. If the weather forecast is unfavorable, the team can decide the day before sampling to postpone and choose an alternative sampling date, preferably as soon after the missed date as possible. The decision to postpone can also be made the next morning before team members head out for sampling. The team leaders will let either the Riverkeeper or CCU know the alternative sampling date(s) and if they need any assistance.”

5.0 FOLLOW UPS

5.1 CCU and the Riverkeeper staff will contact each team leader to assist with deferred sampling and to ensure that the deferred sampling is done. The provisional report will note all deferred sampling dates.
6.0 PROGRAM-WIDE DEFERRAL OF SAMPLING

6.1 The following flow chart shows how the potential for hazardous weather conditions will result in deferral of sampling to a later date. In this case, weather conditions are expected to be too hazardous for the CCU or Riverkeeper staff to provide support, resulting in a mandatory, program-wide deferral of sampling. This determination typically results from the (likely) closure of the University or county-wide OPCON threat levels of a 3 or greater.

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Weather Forecast
   /\                      /\                        /\                      /\
  | Hazardous | Non-hazardous | weather | Non-hazardous |
      | Weather              | weather                  |
      | Riverkeeper and CCU staff cannot provide support. Sampling event is deferred to a later date. | Volunteers may either sample or follow the Inclement Weather Policy leading to a deferral of sampling to a later date. |
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6.2 In the event of a program-wide deferral, CCU and Riverkeeper staff will continue to communicate, using the chain outline above, to determine when conditions improve sufficiently to enable a return to normal operations. Once this is established, an email will be sent to volunteers reminding them of the inclement weather policy (Section 4.0) and be encouraged to sample as soon as they feel it is safe to do so. CCU and the Riverkeeper staff will follow up as outlined in Section 5.0.
### 7.0 REVISION HISTORY

<table>
<thead>
<tr>
<th>SOP Revision #</th>
<th>Revision Date</th>
<th>Section Modified</th>
<th>Modification</th>
<th>Reason Changed</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>9/7/16</td>
<td>All</td>
<td>Added header/footer to include program name, SOP number, revision date/number, issue date, and page numbering. Added approval sign offs and revision history sections. Revised contact information.</td>
<td>Updating for better document control. Updated to reflect current staff.</td>
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<tr>
<td></td>
<td></td>
<td>All</td>
<td>Proofreading edits by Christine Ellis</td>
<td>To improve clarity and fix typos.</td>
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