



## **WEATHER/EMERGENCY CANCELLATION POLICY**

The safety of participants and attendees is our top priority.

For outdoor events, an indoor alternative will be arranged when possible, to avoid cancellation. Most events will proceed as scheduled, rain or shine.

However, if inclement weather poses a risk to safety and no suitable alternative is available, the event will be canceled in accordance with our established protocol.

In rare cases, events may also be canceled due to extreme circumstances such as natural disasters, major safety threats, or critical venue failures. All cancellations will be communicated promptly and handled according to protocol.

If a registrant cancels or does not attend, no refunds or credits will be issued.

If the Chamber cancels the event, members with paid registrations or sponsorships will be eligible for credit subject to individual review. No credit will be issued for unpaid registrations or sponsorships.

It is the registrant's responsibility to contact the Jenks Chamber to discuss and apply the credit to a mutually agreed upon event.



## CANCELLATION PROTOCOL:

### Week of event:

1. Secure a shelter location for the event. If there is no shelter, this should be noted in communication with stakeholders. If there is a shelter, it should be included in the weather update.
2. If severe or inclement weather is forecasted and Chamber Leadership agrees that a weather update is warranted, the Engagement Manager will send a Weather Update & Safety Protocol message via email to all sponsors, vendors, volunteers, police, and the designated city council representative (mayor or vice-mayor). Notification Time will be set no later than one hour before the scheduled vendor check-in time of the event date. Whenever possible, the update & safety protocol communication should be sent the day prior to the event.

Example:

#### **WEATHER UPDATE & SAFETY PROTOCOL**

We're excited to welcome you to *Sharks in the Park* this Saturday! As always, your safety—and that of our attendees—is our top priority.

We are staying weather aware regarding the forecast for possible storms on Saturday. As of now, *Sharks in the Park* is still on as scheduled. However, if conditions are unsafe for families and vendors to attend, we will make a decision to cancel by 3pm and notify you by email and text.

Because this is an outdoor event, please be aware of the 30 minute/10 mile lightning safety rule, which will be enforced.



- If lightning is detected within 10 miles of the event, we will pause all activity immediately and ask everyone to seek shelter.
- We will wait 30 minutes after the last observed lightning or thunder before resuming the event.
- If lightning or thunder occurs again during that window, the 30-minute countdown restarts.

If cancellation becomes necessary due to weather, please direct inquiries to Stephanie Kern at [stephanie.kern@jenkschamber.com](mailto:stephanie.kern@jenkschamber.com) or 918-995-2033. Thank you for your flexibility and understanding. We'll keep you updated with any changes and appreciate your cooperation in keeping this a safe and fun event for all.

### 3. Marketing Manager posts an update under the event via Facebook & Website.

Example:

#### **WEATHER UPDATE & SAFETY PROTOCOL**

We're looking forward to seeing you at *Sharks in the Park* this Saturday! Your safety is our top priority.

We're closely monitoring the weather due to a chance of storms in the forecast. As of now, the event is still on as scheduled.

If we need to cancel due to unsafe conditions, a decision will be made by 3 PM Saturday and communicated via Facebook and our website ( [jenkschamber.com](http://jenkschamber.com))

Please be aware of the Lightning Safety Rule, which will be enforced:

- If lightning is detected within 10 miles, we will pause all activity immediately.
- Guests will be asked to seek shelter. The Jenks Public Schools Education Service Center will be available if needed.
- We'll wait 30 minutes after the last lightning or thunder before resuming.
- If lightning occurs again, the countdown restarts.



Thanks for your flexibility and cooperation. We'll keep you updated—rain or shine, safety comes first!

**Day of event:**

Run of show for the event moves forward assuming the event will happen.

Perishable purchases should be delayed until day of event- at the latest possible pick up time so that the order can be cancelled/returned.

Engagement Manager, Chamber President and Marketing Manager work together to communicate and make a collaborative decision with the following Stakeholders (in sequential order) beginning 3 hours before notification time.

**Phone/In-Person:**

1. Host, Title and/or Presenting Sponsor
2. Board President
3. Police (preferably prior to road closure time, if applicable)
4. Mayor (or City Council representative if Mayor is unavailable)

Communication of Cancellation will be sent in the following order:

**Phone or Email:**

Vendors needing early set-up

**Email/Text:**

1. Volunteers
2. Sponsors & Vendors



### 3. Chamber Members

**Last notification: Community/Public via Social Media/Website/News**

**Channel:** Chamber President & Marketing Manager will post a Statement and graphic to social media, website and local news (optional)

Cancel the event on Social Media with a separate notification post on the main FB page.

Example:
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### Following the event:

Engagement Manager will connect with all sponsors and paid registrants to arrange credit for an alternative event.

Items that can be used the following year or at an upcoming event will be sorted and stored.