



# Snow Protocol

## Contacts



- Director on Duty
- Executive Director
- Communications Staff

## Resources & Tools



- Snow shovels (2 per site)
- Rock salt ice melt (5G at each site)
- Storage for electronics
- Propane + propane heater
- Toe + hand warmers

## Pre-Market

- 48 to 72 hours in advance, the Director of Market Operations will establish a Code Snow conference call with the Market Manager(s) to review the SOP, assign roles, and ensure safety and preparedness. The call will be ongoing and scheduled as-needed to confirm safe operations and staffing.
- During this time, DoMO will check SDOT on which streets are being plowed. Will make a request to plow market specific areas. SDOT Dispatch at (206) 386-1218 or (206) 233-3735 and request service at a specific location. Almost always they are able to accommodate special requests within 12 hours (weather conditions allowed).
- Staffing plan will be put into place in first meeting that includes staffing transportation and back-up plans.
- Late opening will also be addressed and communication plan to staff, shoppers, and vendors will be created.
- If a State of Emergency is declared by the City or State, the market will be cancelled to ensure the safety of NFM staff and vendors. See the Cancellation Policy to implement process.
- The van will be pre-positioned at the market with the greatest street closure needs (currently West Seattle) regardless of decision to close or open.

## Vendor Specific protocol

- NFM will not charge cancellation fees when we are experiencing inclement weather or Code Snow.
- DoMO and Director of Finance can, and may, reduce fees in the event of early closure.



## Market Set-Up

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- The primary factors when opening a market in the snow include:
  - Safe and protected site
  - Safe travel for NFM market staff and managers
- Do not put out detour signage.
- Put out minimal signage within walking distance (Street Closed ahead, No Right Turn, etc.).
- Do not put up barricade topper (See You Next Week sign).
- Do not put out toppers on A-boards (Fresh Eggs/ Fresh Flowers toppers).
- Do not put out farm posters.
- Set up very minimal merchandise or none at all.
- Set up tent using 2-person setup.
- Do not put up banners or barricade covers.

## Public communications

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- Under Code Snow, public messages and updates through our website or social media accounts will be controlled by the Outreach and Development Coordinator.
- Development Coordinator will notify public via weekly email and social media that our markets are still open.
- If a pre-emptive cancelation occurs, all social media channels will be used to notify shoppers that markets are closed for the safety of our staff, shoppers, and farmers.
- ***If NFM is considering closing early due to snow, they must follow the Market Closure Policy. If a market is not determined to close before 48 hours of market opening, then the market will open. For more details on this scenario, see the Market Closing Protocol.***