



WIND PROTOCOL

Contacts



- Director on Duty
- Executive Director
- Communications Staff

Resources & Tools



- Market Closure Protocol
- NOAA app on market phone

OVERVIEW

- Ensure the NOAA app is on your market phone.
- Check NOAA app on market phone at the beginning of the day to determine wind protocol. Wind protocol should be put into place with sustained winds over 15 mph.
- Market Managers will check weather weekly for their markets to determine if any special procedures need to be put in place.
- The remaining protocol are procedures to put in place at market with staff and vendors for a safe market day.
- Evaluate wind changes throughout market. Vendors and Market should continue following wind protocol setup even if wind conditions seem to change. If Market Manager is considering closing market early, consult the Cancellation/Closure Policy.
- *If winds exceed and sustain at 35 mph, the market will close early. 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.*

STREET CLOSURE + MARKET SET-UP

- Double weight barricades.
- For wide street closures, tether types 3's to vehicles with rope.
- Attach 3 ft. bungees to weights and wrap through the space between the top bars of barricades. This suspends the weights slightly and pulls weight down.
- Do not put out detour signage. Put out minimal signage within walking distance (Street closed ahead, No Right turn, etc.).
- Adjust the staff flow in order to check street signage and in-market signage throughout the day (minimum hourly) to make sure it is still standing. If it gets blown over, take it down.
- 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. Set canopy legs to their lowest hole.
- Do not put up banners or barricade covers.



VENDOR SET-UP

- Ensure each vendor has a copy of this Wind Protocol when they arrive.
 - Check in with each vendor as they arrive. Ensure that they have adequate weights, help them set up tent (2-person setup during wind). Encourage double weighting tent.
 - Instruct vendors to display product in crates and bring less out for display.
 - If it isn't raining, instruct vendors to keep canopy covers off or to not set-up canopies at all.
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- **Strategies to Ensure Street Safety**
 - Park as many cars onsite as possible. Vendors can bungee their tent to neighbors and vehicles for added weight.
 - When applicable, vans or box trucks can be parked in the center of the street and used to tether/reinforce Type 3 barricades.
 - If applicable, use vehicles, vans, and/or box trucks to block winds at the ends of the market.
 - Refer to the market specific Wind Layout to identify where vehicles can and should be parked.

Notifications

- **Vendor Email:** We are preparing for winds above 15pmh at this week's market (wind protocol attached). Please come prepared with an extra set of tent weights. You may also be asked by the market manager to park your vehicle onsite in order to help block the wind. We also ask that you downsize your display to minimize potential product loss. Please let us know if you have any additional questions or concerns.
- **Staff Email:** We are preparing for winds above 15pmh at this week's market (wind protocol attached). Please review the protocol and check in with the Market Manager when you arrive to receive more detailed instructions on how market operations will be adjusted.
- **Shoppers:** Share in weekly public email + social media that markets will be open and recommend shoppers to plan ahead so that they can quickly make purchases and go back home.
- Vendors must still communicate their daily sales figures regardless of closure. Invoicing envelopes will be distributed on the windy market day but not collected until the following week. Managers will use the backup invoicing envelopes for the following week's market and collect both envelopes from each vendor at the end of the day. Both markets will be processed (currencies reimbursed and fees calculated) the following week.