

MOBILE CAREER CENTER ACTION PLAN

(MCCAP)

(Ver 2.0 Amended Feb-2023)

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Introduction

The purpose of this document is to outline procedures and responsibilities regarding Mobile Career Center (MCC) in conjunction with employer initiatives, job fairs community outreach and/or resource events. As the MCC events often take place outdoors, they are susceptible to inclement weather, and poor conditions that can prove to be very hazardous to all involved.

I. Objective

The Objectives of this plan are to ensure that adverse weather is dealt with appropriately and that any injuries or accidents caused by inclement conditions are avoided. The priority is to ensure the safety of all persons utilizing the MCC at the time of hazardous conditions and to ensure that no damage or destruction is done to the Mobile Career Center due to debris from the event caused by severe weather, etc.

II. Daily Operations Plan

Prior to each installation, the MCC Operator shall:

- Check weather each morning and periodically throughout the day.
- Check structure daily to ensure all remain level and plumb.
- Provide a daily log of above checks for each installation (as needed).

III. Time frame

Severe weather conditions are inevitable when working with an outdoor environment. The MCCAP shall guide operating conditions during a time period that shall commence at the beginning of pre-event operations and shall continue to such time when all personnel and equipment have been removed from the venue at the close of the specific event.

- In the event of severe weather (when wind speeds are expected to exceed 20 MPH), the MCC Operator shall notify all staff to be on alert and standby. The structure may be lowered to the ground and secured.
- When wind speeds are expected to exceed 40 MPH, all event operations shall cease, and the immediate area shall be evacuated. The structure shall be lowered to the ground and secured.
- When wind speeds are expected to exceed 50 MPH, all event operations shall cease, and all personnel should maintain a safe distance from the structure.
- Lightning requires the evacuation of the MCC by visitors and personnel as the many components of the MCC conduct electricity, thereby creating a safety hazard.

The MCCAP shall be available on hand in the MCC Standard Operating Procedures. It must be available to at all times to operators and staff. Failure to follow the MCCAP may result in collapse of the structure, damage to equipment, or injury to persons.

IV. Inclement Weather

Should inclement weather or high winds be forecast for the event dates then appropriate action will be taken in order to prepare the site and the MCC Operator will ensure that the host agency is aware and Emergency plan provisions are put into place. Should inclement weather be forecast for a time period before the event then all on site staff will be informed and work will be altered or cancelled accordingly.

Should the conditions on site become inclement without warning then the appropriate action will be taken as listed for each condition.

ACTION PLAN

15 MPH

- MOBILIZE THE MCCAP AND HAVE THE NECESSARY PERSONNEL IN PLACE.

20 MPH

- ALL BANNERS, HANGING STRUCTURES, AWNING SHALL BE LOWERED, REMOVED OR DISCONNECTED.

25 MPH

- LOWER THE ROOF FROM THE GROUND BY MEANS OF REMOTELY ACTIVATED EQUIPMENT SUCH AS MOTORS OR MECHANICAL MEANS.
- EVACUATE ALL VISITORS AND STAFF FROM THE MOBILE CAREER CENTER EXCEPT ESSENTIAL PERSONNEL.
- EVENT OPERATIONS SHALL CEASE

30 MPH

- CEASE ALL MCC OPERATIONS.
- EVACUATE THE IMMEDIATE AREA.
- ALL PERSONNEL SHOULD MAINTAIN SAFE DISTANCE OF AT LEAST 200' FROM THE ROOF SYSTEM.

40 MPH

- CEASE ALL OPERATIONS.
- EVACUATE THE IMMEDIATE AREA.