

**2022 Decatur Clean Energy Plan Canvassing Program**  
**Event Safety Plan**

Event Details	
Event Name	2022 Decatur Clean Energy Plan Canvassing Program
Event Date (Start/End)	March 8-April 23, 2022
Event Location	Canvass launch sites will be located in outdoor spaces only, including parks and pavilions. When canvassers are walking, social distancing will be maintained between canvassers and residents.
Group Size	Up to 35 individuals at the launch site
Event Description	In-person, outdoor canvassing program for the Decatur Clean Energy Plan. Canvassing will begin in an outdoors, shaded venue such as a park or pavilion. Individuals will be trained at the location in-person if they have not received prior online training, and will receive snacks, water, and canvassing materials prior to knocking on doors. Individuals will only knock on doors that can be accessed through an outside entrance (no accessing doors through indoor apartment hallways, etc). Staff will always be present at the canvassing launch site.

Itinerary of Activities	
Morning Shift	<p>Group Size: Up to 35 individuals, including staff            Routes: Door-to-door canvassing in the surrounding neighborhoods or canvassing at public events            Logistics: Free parking around park, maintain launch station in case volunteers get lost, have questions, or need a break</p> <p>Schedule:            10:00-10:15 pm: Buffer time for canvassers to show up and orient themselves to the location            10:15-10:45 PM: Distribution of materials and launch for volunteers who have already been trained, training for volunteers who have not been trained            10:45- 1:30 PM: Community canvassing            1:30- 2:00 PM: Debrief back at the launch site</p>
Afternoon Shift	<p>Group Size: Up to 35 individuals, including staff            Routes: Door-to-door canvassing in the surrounding neighborhoods or canvassing at public events            Logistics: Free parking around park, maintain launch station in case volunteers get lost, have questions, or need a break</p> <p>Schedule:            12:00-12:15 pm: Buffer time for canvassers to show up and orient themselves to the location</p>

	<p>12:15-1:00 PM: Distribution of materials and launch for volunteers who have already been trained, training for volunteers who have not been trained</p> <p>1:00- 3:30 PM: Community canvassing</p> <p>3:30- 4:00 PM: Debrief back at the launch site</p>
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Weather and Event Delay/Cancellation	
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Alternative Weather plans/routes/ contingencies:	<p>If light rain/pop-up shower - Possible rain delay, canvassing will resume once showers have stopped. If showers continue for 20 mins, canvassing will be canceled or rescheduled</p> <p>If inclement weather (thunderstorm, lightning, hail, tornado watch) - Cancel event and schedule an alternate day or resume schedule pending no further inclement weather</p>
Delay/Cancellation Plan	<p><u>Potential Reasons for Event/Activity Cancellation-weather, funding, partners, security, etc:</u></p> <ul style="list-style-type: none"> <li>● Local or state security-related mandates</li> <li>● Inclement Weather</li> </ul>
Decision Process and Timeline for Cancellation/Roles	<p><u>Lead Event Organizer/Manager/Safety Staff- roles and Timeline:</u></p> <ul style="list-style-type: none"> <li>● Weather advisory from National Weather Service - Immediate cancellation.</li> <li>● Rain showers forecasted - Cancellation made as soon as possible, with an effort to make a call by 10 AM on the day of the event.</li> <li>● Security or Health Mandates from Local/State Authority: Immediate cancellation</li> </ul>

Security	
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General Canvasser Safety	<ul style="list-style-type: none"> <li>● <u>All canvassers will work in teams of 2 or more</u></li> <li>● <u>Each team of canvassers is required to text or call the field captain every 30 minutes to check-in</u></li> <li>● <u>No canvasser is allowed to enter anyone’s house or apartment or apartment complex while canvassing</u></li> </ul>
Location Considerations	<p><u>Contested location, controversial place, historical significance, near public/private target locations, ingress/egress crowd/traffic choke points, etc:</u></p> <ul style="list-style-type: none"> <li>● Depends on park location, but preference will be given to park locations that give ample and free parking for canvassers, and is not congested so as to not get lost easily</li> <li>● Location must be located in a residential area so that canvassers do not have to walk or drive far to canvassing turfs</li> </ul>
Timing Considerations	<p><u>Time of month/year/day or night/anniversary, pending local election or controversial decision, etc:</u></p> <ul style="list-style-type: none"> <li>● Canvassing will occur on Saturdays or weekday evenings to accommodate for canvassers’ schedules and to ensure we get a response at the door</li> <li>● Timing will be adjusted accordingly to avoid the hottest and coldest times of the day depending on the season</li> <li>● Timing will be adjusted to avoid canvassing after dark</li> </ul>
Social Media Monitoring	<ul style="list-style-type: none"> <li>● Temporary Field Organizers will post about events on social media and will monitor comments and sharing to ensure safety</li> </ul>

