

# event essentials

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## Guidelines for Developing an Emergency Evacuation Plan for a Tented Event

The rented tent will be erected to exacting standards to provide temporary accommodations for your event. Tents can provide protection from moderate weather, but are not designed for use as a shelter in severe weather because such conditions could exceed their ability to protect occupants. In addition, tents may need to be evacuated for other types of emergency situations.

It is your responsibility to ensure your guests' safety. The rental company recommends that you develop an emergency evacuation plan so you are prepared to act decisively in the event of an emergency during your event. Following are suggested guidelines for developing an emergency evacuation plan.

### Prior to the Event

#### **Point Person(s)**

Designate someone who will be in charge of the emergency evacuation plan and on site for the entire event. The point person(s) will assist in developing the plan and be responsible during the event for monitoring the weather, determining whether a situation calls for evacuation, and if so, acting decisively and authoritatively to instruct guests to evacuate. The point person(s) can be an individual or a small group. For example:

- For a wedding: A family member, member of the wedding party, etc.
- For a corporate event: An event planner, company representative, etc.
- For a public event: A show manager, representative of the venue, the fire chief, etc.

These Guidelines for Developing an Emergency Evacuation Plan for a Tented Event (these "Guidelines") developed by the American Rental Association and ARA Insurance Services, Inc., a wholly owned subsidiary of the American Rental Association (collectively, the "ARA"), are intended to provide general guidance to assist you with emergency evacuation planning when using tents and related rental equipment. The ARA does not purport to include in these Guidelines all possible scenarios which may require evacuation or all possible safety measures and procedures that could be used in each evacuation scenario. You should use your own independent judgment and discretion in successfully implementing these Guidelines to best fit the unique needs of your event and your particular use of the tent and other rental equipment.

The ARA expressly disclaims any warranties or guarantees, express or implied, and the ARA shall not be liable for damages of any kind in connection with the material, information, or procedures set forth in these Guidelines or for reliance on the contents of these Guidelines. In issuing these Guidelines, the ARA is not rendering legal or other professional services. These Guidelines are not substitutes for applicable laws, standards and regulations and do not alter or limit your obligation to fully comply with federal, state and local law and prudent safety measures relating to the use of tents and other rental equipment. These Guidelines are not intended to create new legal liabilities or expand existing rights or obligations

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## Emergency Conditions

Work with the point person(s) to determine the emergency conditions that will trigger an evacuation of the tent structure. Following are some examples of situations in which it is unsafe to remain in a tent:

<b>Hazardous Situation</b>	<b>Why Evacuate</b>
<b>Damaging winds</b>	The tent could collapse and injure occupants; the tent cannot protect occupants from flying debris.
<b>Fire or explosion</b>	The tent cannot protect occupants from excessive heat, flames or flying debris.
<b>Lightning</b>	Lightning poses a risk of electrocution, electric shock or fire.
<b>Hail or sleet</b>	Excessive weight could cause the tent to collapse and injure occupants.
<b>Excessive rainfall</b>	Saturation of ground with water may compromise securement. The tent could collapse and injure occupants.
<b>Flash flooding</b>	Saturation of ground with water may compromise securement. The tent could collapse and injure occupants.
<b>Snow accumulation</b>	Excessive weight could cause the tent to collapse and injure occupants.
<b>Ice storm</b>	Excessive weight could cause the tent to collapse and injure occupants.
<b>Gas leak</b>	Atmospheric conditions may not be suitable for occupants.
<b>Earth movement(e.g., tremor, landslide)</b>	Ground conditions may not be suitable for occupants and may compromise the tent's securement.