

# HOSTING AN EVENT? HERE ARE GUIDELINES FOR EVACUATION PLANS

## OSHA Regulation, 29CFR Section 1910.38 sets forth the requirements for an Emergency Evacuation Plan

### GUIDELINES FOR DEVELOPING AN EMERGENCY PLAN FOR YOUR OUTDOOR EVENT

The rented structure will be erected to provide temporary accommodations for your event. Temporary structures can provide protection from moderate weather, but are not designed for use as shelter in severe weather as such conditions could exceed the structure's ability to protect occupants. In addition, temporary structures may need to be evacuated for other types of emergency situations.

**It is your (Lessee's) responsibility to ensure your guest's safety.** House of Rental recommends that you develop an emergency plan so you are prepared to act decisively in the event of an emergency during your event. Below are suggested guidelines for developing an emergency plan.

### BEFORE YOUR EVENT:

#### 1. Designate Point Person(s):

Designate at least one person who will be in charge of the emergency plan and will be on site for the entire event. The point person(s) will assist in developing the emergency plan and will be responsible during the event for monitoring the weather, determining whether a situation calls for evacuation and 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.

#### 2. Emergency Conditions:

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

Situation	Why you need to evacuate
Threatening Weather	Dark clouds are approaching
Lightning	The temporary structure is not grounded. If lightning strikes within 1 mile (less than 5 seconds between lightning and thunder).
High/Gusty Winds (over 25 mph)	It subjects structure to forces beyond its limitations; the structure cannot protect occupants from flying debris.
Excessive Rain	It subjects structure to forces beyond its limitations; saturation of ground with water may compromise securement.
Hail or Sleet	It subjects structure to forces beyond its limitations.
Snow Accumulation	It subjects structure to forces beyond its limitations.
Ice Storm	It subjects structure to forces beyond its limitations.
Flooding	Saturation of ground with water may compromise securement.
Smoke, Fire or Explosion	The structure cannot protect occupants from excessive heat, flames or flying debris, and may trap smoke, gas or other harmful airborne substances.
Gas Leak	Leaks may create the risk of fire or explosion. Atmospheric conditions may not be suitable for occupants.
Riot, War, Commotion, Civil Unrest, Terrorism	Structure cannot protect occupants from physical harm due to riot, war, commotion, civil unrest, terrorism or threats thereof.
Earth movement (e.g., tremor, landslide)	Ground conditions may not be suitable for occupants and may compromise the structure's securement.
Anchoring Failure	Any of the tent anchoring devices fail(s) or the tent, any pole(s) or wall(s) begin(s) to move, tilt or bend.

This is not an all-inclusive list. You and your point person(s) should determine any and all emergency conditions that could arise during your event.

#### 3. Emergency Shelter:

Work with your point person(s) to determine where guests will seek shelter if necessary:

- Identify a nearby permanent building large enough to accommodate your guests, or if no such building is available, another form of reasonably sufficient shelter or other location recommended by the National Weather Service or Emergency Alert System to serve as an emergency shelter.
- Make sure the building will be open and accessible during your event.
- Determine how guests will get there (e.g., the route to take, travel by foot or car, etc.)
- Make a note of the building's address in case you need to call for emergency assistance.

#### 4. Communication:

**Make sure you have telephone and or other methods of communication in the event of injuries.** Pre-program emergency numbers into your mobile phone ensuring you can quickly call police and/or emergency response personnel if necessary. Depending on the size of your event, backup communications may be needed in situations where there is no electrical power, cell phone signals are interrupted, etc.

#### 5. Your Designated Point Person(s) Will be Responsible for:

- **Monitoring** a weather source (such as the National Weather Service) two or more hours before your event begins, checking specifically for SEVERE WEATHER ALERTS.
- **Deciding** whether or not to proceed with the event under the tent(s) based on that information.
- **Checking** each tent structure for any changes since installation (for example, stakes pulling out of the ground, loose poles, ropes or straps, etc.). If you notice anything unusual call us immediately using our **emergency number: 847-677-9090**.

#### 6. IF A DECISION IS MADE TO EVACUATE YOU MUST:

- **Make a Public Announcement:** Announce immediately that there is a weather or other emergency and that it is unsafe to stay under the tent. Tell your guests that they must leave the tent without delay and take shelter in the location(s) you've chosen as emergency shelter.
- **Render Assistance:** Assist your guests along the evacuation route to the emergency shelter.

### FOLLOWING AN EVACUATION:

Even if the tent(s) or other temporary structure(s) appear(s) to be intact, it may not be safe to return. If stakes have pulled out of the ground or there are loose pole, ropes or straps, contact House of Rental so we can re-secure the structure **BEFORE** you permit anyone to reenter and/or resume your event.