



# TAKING RESPONSIBILITY FOR YOUR GUESTS' SAFETY

You can be confident that Special Events has erected the structure to exacting standards for the comfort of your guests, providing protection from the heat and inclement weather. However, if severe weather occurs, tenting should not be used as a storm shelter. Special Events personnel will not be on site during your event to monitor your guests' safety.

It is your responsibility to act decisively and quickly in the event of a severe weather disturbance that could exceed the tent's ability to protect its occupants. No tent, regardless of how well it is designed and installed, is immune to the laws of nature.

As a result, you have an important job to perform to ensure the safety of those who will attend your event:

## MAKE AN EMERGENCY PLAN FOR SEVERE WEATHER

### 1 In the days PRIOR TO THE EVENT

- Designate one person or team to be in charge of the emergency plan.
- For a WEDDING – a family member or Wedding Planner
- For a CORPORATE EVENT – a Safety Director, Risk Manager, an Event Planner or HR Director
- For a RESIDENTIAL EVENT – Homeowner or family member
- For a public gathering – A Show Manager, the Parks and Rec. Manager, or the Fire Chief
- Determine what condition will trigger an evacuation (see #3 below for example) and make that information available to the designated person who will be able to make an evacuation decision and assist in an evacuation in the event of an emergency.
- Make sure you have more than one method of communication in the event of injuries. Please program emergency numbers in your mobile phone so you can act quickly to call police if necessary.
- Educate the designated person regarding what is expected of them the day of the event and obtain their agreement to act accordingly.

### 2 On the DAY OF THE EVENT, your DESIGNATED PERSON needs to be RESPONSIBLE for:

- Monitoring a weather source two or more hours before the event begins, such as the National Weather Service, checking specifically for a severe weather alert.
- Deciding whether or not to proceed with the event, under the tent, based on the intelligence.
- Determining a safe evacuation route to a safer location in the event of severe weather.

### 3 DURING THE EVENT

- If a SEVERE WEATHER ALERT is posted, monitor the location of the activity and be prepared to act immediately.
- If a SEVERE WEATHER ALERT has not been posted, and you see any of the below listed conditions, act immediately. SAFETY FIRST!
- Lightning strikes within 1 mile (count of less than 5 seconds between lightning and thunder).
- High winds that are waving large trees or causing leaves to be ripped off trees.
- Dark clouds bearing down on you.
- Heavy rain, falling so hard that it looks like a "water fall" at the side of the tent.

### ACT IMMEDIATELY ON THEAT DECISION!

- IF A DECISIONS IS MADE TO EVACUATE, YOU MUST:
- ANNOUNCE IMMEDIATELY that there is an emergency weather danger, that it is UNSAFE TO STAY IN THE TENT in severe weather.
- STATE FORCEFULLY that in the emergency, the TENT CANNOT BE USED AS AN EMERGENCY SHELTER during severe weather and they must leave.
- Tell guests they must LEAVE THE TENT WITHOUT DELAY AND TAKE SHELTER that has been selected prior to the event.

**X**

By signing this form, you have acknowledged the information listed above