



COMPLETE YOUR OUTDOOR EVENT PLANNING WITH AN EMERGENCY PLAN

Tents can provide protection from moderate weather and comfort for your guests but are not designed for use as a shelter in severe weather. In addition, tents may need to be evacuated for other types of emergency situations.

Canton Chair Rental personnel will not be on site during your event. **It is your responsibility to ensure your guest's safety.** We recommend that you develop an emergency evacuation plan so you are prepared to act decisively in the event of an emergency during your event. The following are suggested guidelines for developing an emergency evacuation plan.

1) PRIOR TO THE EVENT

- a) **Designate a person or persons to be in charge of the emergency plan and educate them regarding what is expected of them.**
 - i) for a wedding: a family member or wedding planner.
 - ii) for a corporate event: a safety director, risk manager, an event planner.
 - iii) for a public gathering: a show manager, representative of the venue, or the fire chief.
- b) **Determine what conditions will trigger an evacuation** (see #3 below for examples) and make that information available to the designated person(s) who will make the evacuation decision and assist in an evacuation.
- c) **Select an emergency shelter(s) and a safe evacuation route(s) to the shelter(s) in the event of an evacuation.** A nearby building, vehicles, an open area away from the tent or other locations recommended by the *National Weather Service* or *Emergency Alert System* can serve as emergency shelters.
- d) **Make sure you have telephone and other methods of communication in the event of injuries.** Pre-program emergency numbers in your mobile phone so you can act quickly to call police and/or emergency response personnel if necessary. Depending on the size of the event, backup communications may be needed in situations where there is no electrical power, cell phone signals are interrupted, etc.

2) DAY OF THE EVENT - YOUR DESIGNATED PERSON(S) WILL BE RESPONSIBLE FOR:

- a) **Monitoring** a weather source (like *National Weather Service*) two or more hours before the event begins, checking specifically for [SEVERE WEATHER ALERTS](#).
- b) **Deciding** whether or not to proceed with the event under the tent based on that information.
- c) **Checking** the tent structure for any changes since installation – stakes pulling out of the ground, loose poles, ropes or straps etc. If you notice anything unusual call Canton Chair Rental immediately using our **emergency pager number 330-737-1227**.

3) DURING THE EVENT: Monitor the weather and implement your evacuation plan in any the following conditions.

- a) If a **Severe Weather Alert** is posted by the *National Weather Service*.
- b) If **lightning** strikes within 1 mile (count of less than 5 seconds between lightning and thunder).
- c) **Dark clouds** are approaching.
- d) **Damaging winds** causing large trees to sway or leaves to be ripped off trees.
- e) **Fire or explosion.**
- f) **Heavy rain** begins falling so hard that it runs off the tent walls in sheets.
- g) **Water running through the tent or surrounding area.**



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- h) **Hail or sleet falls.**
- i) **Gas leak.**
- j) **Snow or ice accumulation.**
- k) **Any of the tent anchoring devices fail or the tent begins to move.**

4) IF A DECISION IS MADE TO EVACUATE YOU MUST:

- a) Announce immediately that there is 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 shelters.
- b) Assist your guests along the evacuation route to the emergency shelter.

5) AFTER AN EVACUATION:

Even if the tent appears intact, it may not be safe to return. If stakes have pulled out of the ground or there are loose poles, ropes or straps, contact **Canton Chair Rental via our emergency pager number 330-737-1227** so we can re-secure the tent before resuming your event.

6) PRE & POST EVENT SECURITY:

Remember that you are also responsible for making sure the tent is not used as a shelter from inclement weather during the periods after the tent has been set up and your event happens and after your event until Canton Chair Rental arrives to take down the tent. This is especially important if the tent is set up in a public area. Use caution tape to rope off the area under the tent or place DO NOT ENTER signs around the tent. If there are sides on the tent close all four sides to deter people from entering.

If you would like a checklist for developing an emergency evacuation plan click on the following link which will take you to a checklist on our website:

<http://www.cantonchairrental.com/PDFs/Emergencychecklist.pdf>

I have been informed of my responsibility to have an emergency evacuation plan and need to be prepared to carry out this plan in case of a weather-related or other emergency.

Name on order _____ Reservation # _____
(upper right hand corner of Canton Chair Rental contract)

Signature/
Electronic signature _____ Date _____
(Electronic signature – please type your first and last name)

I understand that checking this box constitutes a legal signature confirming that I acknowledge and agree to my responsibilities listed above.

Print Name _____

Complete fill in form, save and e-mail back to: a) **your event consultant** who sent/e-mailed this form to you OR
b) info@CantonChairRental.com

OR

Print form, complete and either:

**Mail to: Canton Chair Rental
4850 Southway St. S.W.
Canton, OH 44708**

Fax to: 330-477-2905