

Tent Emergency Evacuation Plan



The Department of Homeland Security requires an **Emergency Evacuation Plan** be in place for all public and community events. We recommend that private events should also have an emergency evacuation plan in place. It is your responsibility to ensure your guests' safety. Your rented tent will be erected to exacting standards in order 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 and should be evacuated in emergency situations. Following are suggested guidelines for developing an emergency evacuation plan as well as additional resources.

Prior to the Event

Designate someone who will be on site for the entire event to be in charge of determining whether a situation calls for evacuation and to communicate evacuation plans to guests.

Examples of Emergency Conditions

- A severe weather alert is posted by the National Weather Service
- Dark clouds are approaching
- Lightning strikes within one mile
- Hail, sleet, or snow accumulation
- Rain runs off the tent walls in sheets, or is running through the tent
- Tent anchoring devices begin to move or fail
- Ground movement
- An explosion, excessive heat, smoke, or fire is in the vicinity
- Winds cause branches and twigs to break, and large trees are swaying

Determine the best way to evacuate the tented structure and where guests will be evacuated to.

- Identify a nearby home, building, or other permanent structure.
- If there are no permanent structures, consider using open areas away from the tent or vehicles.
- ***The tent should never be used as a shelter in an emergency!***

During the Event

- Monitor the weather conditions using a source such as the National Weather Service.
- If any of the previously identified conditions exist, postponing or canceling the event may be necessary.
- When implementing the emergency evacuation plan based on weather or other circumstances, it will be necessary to communicate the plan of action to the guests.
- After instructing guests to evacuate, call for police, fire or medical help as the situation warrants.

After an Evacuation

Contact Mutton Rentals if you notice any of the following occurring: tent stakes or augers are pulling out of the ground, if there are loose poles, ropes, or straps, or if the tent top is holding water. The tent may need to be re-secured before resuming the event.

During business hours: 260-432-8636 After hours: 260-557-4381

Additional resources are available on our website:

www.muttonrentals.com/tents