



EVACUATION PLAN GUIDELINES

OSHA Regulation, 29 CFR 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.

(1) **It is your ("Lessee's") responsibility to ensure your guests' safety.** J&A Party Rentals, Inc., a New Jersey corporation, d/b/a "Ocean Tents & Party Rentals" ("Lessor," "OT&P," "we," "us," and "our") recommends that you develop an emergency 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 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
Lightning	The temporary structure is not grounded.
High / Gusty Winds (over 25 mph / 40 kph)	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 integrity, stability or securement.

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 have to call for emergency assistance.

4. **Communication:**

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 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, please call us immediately using one of OT&P's emergency number:

(800) 507-4386

DURING YOUR EVENT:

6. **Monitor the weather, and implement your EVACUATION PLAN IF ANY ONE OR MORE OF THE FOLLOWING OCCUR(S):**

- **Severe Weather Alert:** If a Severe Weather Alert is posted by the National Weather Service.
- **Lightning Strike:** If lightning strikes within 1 mile (count of less than 5 seconds between lighting and thunder).
- **Threatening Weather:** Dark clouds are approaching.
- **High Winds:** High winds causing large trees to sway or leaves to be ripped off trees (typically, winds in excess of 25 mph / 40 kph).
- **Smoke, Fire or Explosion.**
- **Heavy Precipitation:** Heavy rain, hail, sleet, snow or ice begins falling or accumulating on the tent(s) (*e.g.*, rain falling so hard that it runs off the tent walls in sheets, snow piling up on the top(s) of the tent(s), etc.).
- **Flooding:** Water running through the tent or surrounding area.
- **Gas leak.**
- **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.

7. **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 shelters.
- **Render Assistance:** Assist your guests along the evacuation route to the emergency shelter.

FOLLOWING AN EVACUATION:

After an evacuation, even if the tent(s) or other temporary structure(s) appear(s) to be intact, it/they may not be safe to re-enter. For example, one or more stakes may have been pulled out of the ground or there may be loose poles, ropes or straps. Contact OT&P, so we can inspect each structure BEFORE you permit anyone to reenter and/or resume your event.

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

Signature of Customer/Lessee/Authorized Signatory
Name (Printed): _____

Date: _____
Reservation #: _____

SAMPLE EVACUATION PLAN

Post in a Public Place on or Near Rented Item(s)

The undersigned ("Lessee") is renting one or more tent(s) or other temporary structure(s) ("Rented Structure(s)") from J&A Party Rentals, Inc., a New Jersey corporation, d/b/a "Ocean Tents & Party Rentals" (hereinafter, "Lessor," "OT&P," "we," "us," and "our"). Each Rented Structure is a "temporary structure," meaning it is intended to provide only temporary accommodations. Temporary structures are **NOT DESIGNED FOR USE AS SHELTER IN SEVERE WEATHER**.

The Tent or other Rented Structure(s) May Need to be Evacuated

If Severe Weather Threatens/Occurs, or in other types of emergency situations.

Designated Point Person(s) (The person(s) who will be in charge of Lessee's emergency plan and will be on site for the Lessee's entire event. The point person(s) will be responsible during the event for monitoring the weather, determining whether to evacuate, and acting decisively and authoritatively to instruct guests to do so):

Name: _____

Cell Number: _____

Name: _____

Cell Number: _____

Emergency conditions to be particularly aware of (check all that apply to your region/seasonality):

- | | | |
|---|--|---|
| <input type="checkbox"/> Lightning | <input type="checkbox"/> Heavy rainfall | <input type="checkbox"/> Ice storm |
| <input type="checkbox"/> Hail or sleet | <input type="checkbox"/> Flash flooding | <input type="checkbox"/> Smoke, Fire or Explosion |
| <input type="checkbox"/> Damaging winds | <input type="checkbox"/> Snow accumulation | <input type="checkbox"/> Gas leak |
| <input type="checkbox"/> Earth movement | <input type="checkbox"/> _____ | <input type="checkbox"/> _____ |

Emergency Shelter

Name/Identification: _____ Phone No.: _____

Location/Address: _____

Confirmed the shelter will be open and available: Yes

Evacuation Route (From Rented Item(s) to Emergency Shelter): _____

Backup Method for Communication

PA Cell Phone Walkie-talkie Bull Horn Other _____

During the event

An initial announcement of location of emergency shelter will be made. Yes No

If yes, by whom: _____

Options to monitor the weather

Weather alert radio Radio TV Cell Phone App Other: _____

Emergency Contact Numbers:

Fire Dept: _____

Hospital/Med. Center: _____

Police: _____

On-Call Physician/EMT/Nurse: _____

Event Planner: _____

Rental Customer: _____

Questions? Contact: OT&P at: (800) 507-4386

Signature of Lessee (Provider of Evacuation Plan): _____