



5020 Nicholson Court North Bethesda, MD 20895  
Office (301) 231-8368 Fax (301) 231-0099

## EVENT SAFETY & TENT EVACUATION

Tents can provide comfort and protection from moderate weather for you and your guests but are not designed for use as a shelter in severe weather. Tents are temporary structures and should be evacuated in certain conditions.

A Grand Event personnel will not be on site during your event unless an on-site attendant is contracted beforehand. 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.
- 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. Preprogram 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 A Grand Event immediately at 301-231-8368 during business hours or our designated on-call tent supervisor after business hours.



5020 Nicholson Court North Bethesda, MD 20895  
Office (301) 231-8368 Fax (301) 231-0099

**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 lighting 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.
- 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 another 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 have 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 A Grand Event at 301-231-8368 during business hours or our designated on-call tent supervisor after business hours 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 period after the tent has been set up and your event happens, and after your event until A Grand Event 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.