

Bigtopmania: updated March 2017.

Checklist for Developing an Emergency Plan for a Tented Event.

(based on the American Rental Association checklist 2016)

This checklist can help in developing your severe weather emergency evacuation plan.

Please read accompanying guidance and raison d'etre: "Bigtopmania Guide to developing an emergency evacuation plan." Advice based on Insurance, HSE, and Industry Guidance.

★Prior to the Event

Designated Person(s)

Name _____ Mobile Number _____

Name _____ Mobile Number _____

Emergency Conditions

to be aware of (check what may apply to your region/seasonality):

- Lightning
- Hail or sleet
- Damaging winds
- Heavy rainfalls
- Flash flooding
- Snow accumulation
- Fire or explosion
- Gas leak
- Terrorism alert
- Crowd, eg alcohol induced or riot.
- vehicle emergency or misuse.
- other _____

Emergency Evacuation Location

(In severe weather, solid safety structures are preferable. Marquees and tents, like sheltering under trees during lightning storms, are not considered appropriate severe weather shelters)

Name _____

Phone No. _____

Location/address _____

Route to evacuation location _____

Confirmed the shelter will be open and available: Yes No

Backup Method of Communication

PA Mobiles Walkie-talkie Loud hailer. Other _____

★During the Event

An initial announcement of location of emergency evacuation location will be made. Yes No
If yes, by whom: _____

Weather Monitoring

- Weather forecasts Radio TV
- Onsite Weather Station
- Wind speed monitor
- Mobile App

Evacuation Cues

During the event consider implementing your evacuation plan for any of the following conditions:

- A severe weather alert is posted by the National Weather Service.
- Dark clouds, severe weather front, approaching.
- Lightning strikes within one mile (less than a five-second count between lightning and thunder).
- Heavy Hail or sleet falls.
- Twigs break from trees or large trees sway.
- Any of the tent anchoring devices fail or the tent or any temporary structures begin to move (e.g. tent poles wobble, ropes snap, tent top rips or tears, etc.).(be wary of small gazebos flying!)
- Rain falls so hard it runs off tent walls in sheets.
- Water is running through the tent or surrounding area.
- Snow or ice is accumulating.
- An explosion, excessive heat, smoke or fire is in the vicinity of the event.
- There is ground movement of any kind.
- Crowd trouble
- Other conditions exist as previously determined in developing your emergency plan.

Emergency Phone Numbers

Pre-program these numbers into your mobile:

Local police. _____

Council _____

Fire Dept _____

Event/wedding planner _____

Catering _____

Venue. _____

Mobile Toilet supplier _____

Generator Supplier _____

Other key suppliers _____

Rental customer _____

Bigtopmania main mobile 07768498090

Bigtopmania emergency call out person's mobile. _____

Do you know where your first aid kit is? Local doctors/ pharmacy / hospital / A&E ?