



Name on Order \_\_\_\_\_

Reservation # \_\_\_\_\_

4850 Southway St. S.W.  
Canton, Ohio 44706  
330-477-7719 1-800-686-4331  
Fax: 330-477-2905  
www.cantonchairrental.com

## COMPLETE YOUR OUTDOOR EVENT PLANNING WITH AN EMERGENCY PLAN

Tents/canopies provide protection from moderate weather and comfort for your guests but are not designed for use as a shelter from severe weather. Additionally, tents/canopies 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 guests' safety.** We recommend 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 the expectations.**
  - 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 safe evacuation route(s) to the shelter(s).** 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 multiple methods of communication available in case of injuries.** Pre-program emergency numbers in your mobile phone so you can act quickly to call police and/or emergency response personnel. 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, checking specifically for [SEVERE WEATHER ALERTS](#).
- b) **Deciding** whether or not to proceed with the event under the tents/canopies based on that information.
- c) **Checking** the tents/canopies structures 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 of 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.

**We Don't Just Rent Tables and Chairs**  
**WE RENT EVENTS!™**



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- 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 it is unsafe to stay under the tents/canopies. Tell your guests they must leave the tents/canopies without delay and take shelter in the location(s) you've chosen as an emergency shelter.
- b) Assist your guests along the evacuation route to the emergency shelter.

**5) AFTER AN EVACUATION:**

Even if the tents/canopies appear 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 responsible for making sure the tent is not used as a shelter from inclement weather the entire time the tent is on your property. 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:

<https://www.cantonchairrental.com/Resources/Forms/Emergencychecklist.pdf>

You have been informed of your responsibility to have an emergency evacuation plan and the need to be prepared to carry out this plan in case of a weather-related or other emergency. Your signature accepting your responsibilities outlined above is required below before we can proceed with your event. We will be happy to answer any questions you may have. The success of your event relies on good planning and safe practices!

Name on Order \_\_\_\_\_

Reservation # \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Print Name \_\_\_\_\_