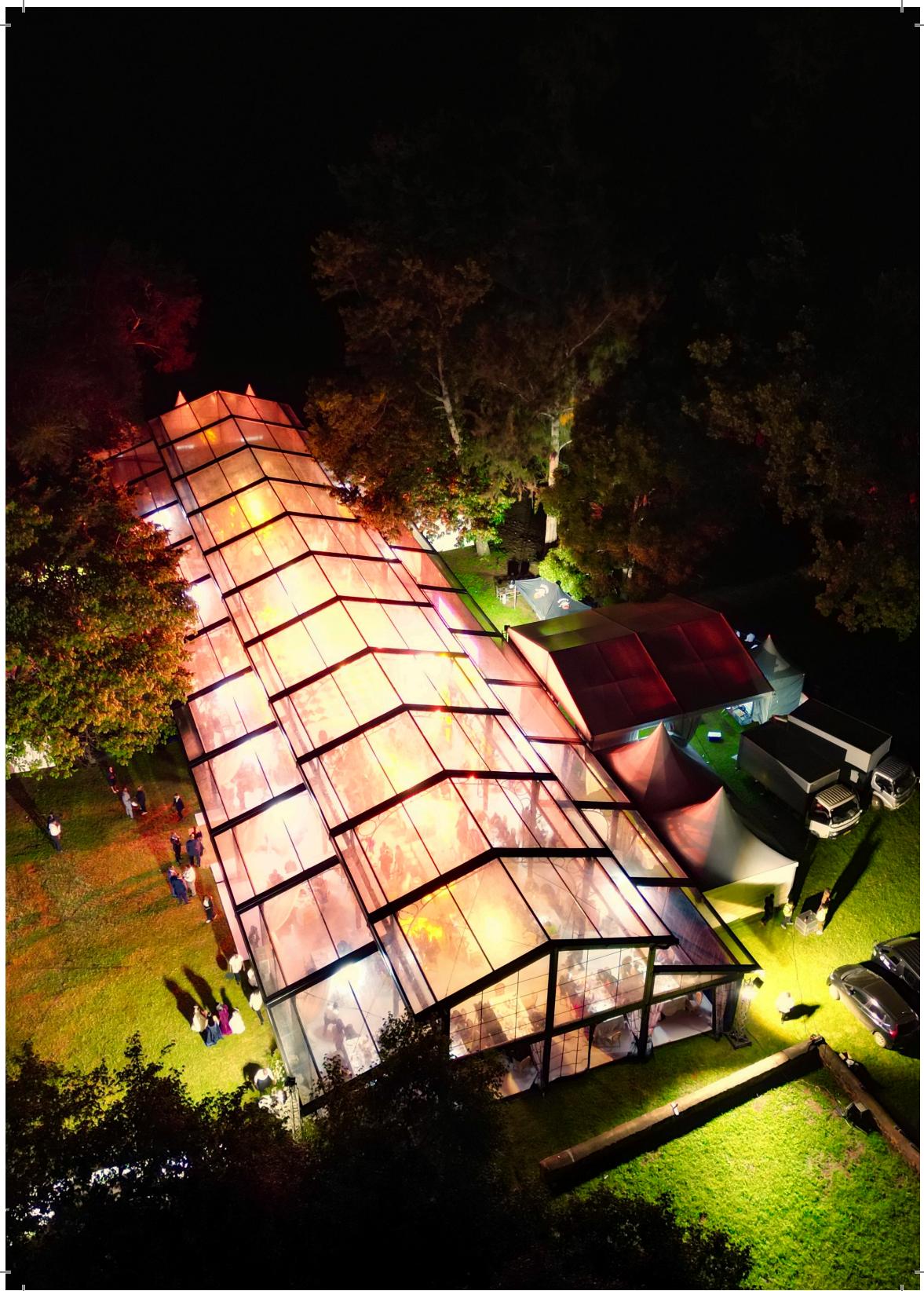




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EVENT EMERGENCY SAFETY AND PLANNING GUIDE



IMPORTANT SAFETY NOTE

Tented Event Structure

– Risks, Safety Responsibilities and Emergency Procedures

Issued by: Rooney's Hire Service
(Event and Tent Structure Specialists)

1. Purpose of This Document

This document is provided to all Rooney's clients hiring tent structures to:

- Clearly explain the risks associated with tented events
- Outline client responsibilities for guest safety
- Provide recommended safety precautions
- Set out evacuation and emergency procedures
- Clarify who to contact when an emergency arises

Tents are temporary structures and must not be used as shelters during emergencies.

2. Understanding the Risks of Tent Structures

While Rooney's installs all tents to professional standards and manufacturer specifications, tent structures are inherently vulnerable to certain conditions.

Key Risks Include:

- High winds – risk of structural movement, collapse, or flying debris
- Heavy rainfall or flooding – ground saturation can compromise anchoring
- Lightning – electrocution and fire risk
- Fire or explosion – tents offer no fire protection
- Hail, snow or excessive load – risk of roof collapse
- Gas leaks or heaters – risk of explosion or inhalation
- Ground movement or unstable surfaces

Important:

A tent will not protect occupants from severe weather or environmental hazards. Early evacuation saves lives.

3. Client Responsibilities (Critical)

While Rooney's supplies and installs the tent, the safety of guests during the event remains the responsibility of the client / event organiser.

Clients must:

- Develop and implement an Emergency Evacuation Plan
- Appoint a responsible on-site decision-maker
- Monitor weather and site conditions
- Act decisively and early when evacuation triggers occur

4. Rooney's Safety Recommendations (Pre-Event)

To ensure all reasonable safety precautions are taken, Rooney's strongly recommends the following:

A. Appoint an Emergency Point Person

- A responsible individual present for the full duration of the event
- Authority to order an immediate evacuation
- Responsible for liaising with emergency services and Rooney's

B. Identify an Evacuation Location

- A nearby permanent building or safe open area away from the tent
- Confirm it will be accessible and unlocked
- Plan clear routes from the tent to the evacuation area

C. Establish Clear Communication Methods

- PA system, megaphone, radios or staff briefings
- Backup methods in case of power or network failure

D. Weather & Structural Monitoring

- Actively monitor weather forecasts before and during the event
- Regularly observe:
 - Tent anchors and weights
 - Poles, ropes and straps
 - Water pooling or ground movement

5. Mandatory Evacuation Triggers

The tent must be evacuated immediately if any of the following occur or are imminent:

- Strong or increasing winds
- Lightning in the area
- Heavy rain causing water runoff or flooding
- Any movement of anchors, weights or poles
- Fire, smoke, explosion or gas smell
- Structural damage of any kind
- Official severe weather warnings
- Any situation where safety is uncertain

If in doubt – EVACUATE.

6. Recommended Evacuation Procedure

When evacuation is required:

1. Stop the event immediately
2. Announce evacuation clearly and calmly
3. Direct guests to the pre-identified evacuation location
4. Assist elderly, children, and guests needing support
5. Keep people away from the tent structure
6. Do not allow re-entry until cleared by Rooney's

7. Emergency Contacts and Communication

When an emergency arises:

First Priority – Life Safety

- Call Emergency Services immediately if there is:
 - Injury
 - Fire
 - Structural collapse
 - Life-threatening conditions

Then Notify:

- Rooney's Hire Service – Emergency Contact
- Venue or property owner
- Event management team

Provide:

- Event location
- Nature of emergency
- Whether evacuation has occurred
- Any injuries or damage observed

8. After an Evacuation

- Do not re-enter the tent
- Contact Rooney's for inspection and instruction
- The tent may need to be:
 - Re-secured
 - Adjusted
 - Partially or fully dismantled

Only Rooney's may authorise re-use of the structure.

9. Final Safety Statement

Rooney's Hire Service is committed to providing professionally installed, high-quality tent structures.

However, no tent is designed to withstand severe weather or emergency conditions.

Preparedness, early decision-making, and evacuation save lives.

By proceeding with a tented event, clients acknowledge the risks associated with temporary structures and accept responsibility for implementing appropriate safety and emergency procedures.

EMERGENCY CONTACT NUMBERS



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Saturday 8.00am - 12.00noon
Sundays and Public Holidays are
considered as overtime