

# MOUNT SNOW - OPERATING GUIDELINE

Topic: Tent Set Up  
Approval: Safety Committee  
Updated: May 2015

**PURPOSE:** As part of our commitment to employee, guest, and vendor safety, Mount Snow has developed this guideline for tent setup, operation, and dismantling.

## REQUIRED:

- Tent size must be appropriate for the intended purpose. **Maximum allowed size 10' x 20'.**
- Appropriately sized weights for each leg of the tent must be immediately available for use once the tent is erected and in position.
- Enough staff to safely expand/retract the tent for the given weather conditions.
- Permit required for any tent exceeding **1,200 square feet** in area, which is open to the public.

Tent Type / Style	Anchor Method (per leg)	Dig Safe Required
EZ Up and similar styles of pop tents	40 pounds	No
Aluminum frame tents constructed on site	55-gal drum, 2/3 full	No
Event Tent (large tent requiring machinery to setup)	ground spikes/pins	Yes

## RECOMMENDED SETUP PROCEDURE:

- 1) Ensure all appropriate tools, equipment, and tent parts are in position.
- 2) Ensure there are enough staff to assist with lifting and positioning.
  - a. A minimum of two staff members is required for EZ Up tents.
  - b. During periods of inclement weather, more staff may be required.
- 3) Designate one person to direct the team.
- 4) Once the tent is in position, all legs must be secured with weights or stakes.
- 5) Securing the Weights
  - a. Sand Bags or similar should be secured to each leg of the tent.
  - b. Barrels are secured to the tent via rope and should be pre-positioned at locations of the legs and at least half filled prior to tent setup.

## RECOMMENDED TAKE DOWN PROCEDURE:

- 1) Ensure all appropriate tools, equipment, and tent parts are in position.
- 2) Ensure there are enough staff to assist with lifting and positioning.
  - a. A minimum of two staff members is required for EZ Up tents.
  - b. During periods of inclement weather, more staff may be required.
- 3) Designate one person to direct the team.
- 4) Once staff are in position, undo anchors points as directed by the team leader.
- 5) Collapse the tent promptly to prevent damage or injury.
- 6) Ensure all parts are stored with the tent and all equipment and tools are picked up.

## SPECIAL CONSIDERATIONS

- 1) Dig Safe - If a dig safe is needed for tent spikes/pins/stakes, the application process must begin at least 72-hours prior to the proposed installation of the tent. Please contact Mountain Operations for Dig Safe permit assistance.
- 2) Inclement Weather
  - a. In the event of sudden high winds consider the following:
    - i. Physically holding each leg.
    - ii. Adjust tent height (shorten legs) to minimize up draft.
    - iii. Collapse the tent as soon as practical and safe.
  - b. Any time outdoor operations are ceased as outlined in the Emergency Action Plan, evacuate the tent immediately.
- 3) Any tent used or owned by Mount Snow must be made with flame resistant fabric.