

## GROUNDS DEPARTMENT Tent Procedure

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| 1. Purpose               | 6. Record Keeping Required                |
| 2. Involved staff/groups | 7. Related KS Organization Policies       |
| 3. Impact                | 8. Related Division/Department Procedures |
| 4. Responsibility        | 9. Forms/Resources Required               |
| 5. Procedure             | 10. Approvals                             |

1. Purpose	The purpose of this procedure is to address and mitigate hazards when erecting, using, or disassembling tents for campus activities and needs.
2. Staff or groups initially involved	Grounds Staff, Athletics, Recreational Facilities. Safety Compliance Officer.
3. Impact (Positive/Negative)	<ul style="list-style-type: none"> <li>☐ Reduce and address the safety risk to the grounds staff, students, faculty, and chaperones during events requiring use of tents.</li> <li>☐ Reduce or eliminate insurance damage claims related to use of tents during events.</li> </ul>
4. Responsibility	Grounds Manager, Assistant Grounds Supervisor, Lead Logistics Operator, Athletics Staff, Facility Managers, Safety Compliance Officer.
5. Procedure	<p>A. Definitions:</p> <ol style="list-style-type: none"> <li>1. KSK Tents: Tents owned and erected by Operations Support Grounds Staff for school events.</li> <li>2. "Personal" Tents: Tents not belonging to and not erected by KSK Grounds staff. These include, but are not limited to pop up tents, canvas tents, dome tents, screen tents and canopies. "Personal" tents may belong to an individual or to another school.</li> </ol> <p>B. Background for "Personal" and KSK Tents</p> <ol style="list-style-type: none"> <li>1. KSK Grounds Department routinely receives from 90 to over 100 requests annually to erect tents of various sizes. Requests are generally for a 1-2 day period, but have been as long as 40 days and can be for simple events on campus to multiple days at remote locations.</li> <li>2. There are requests at athletic and other school events from parents and school teams to erect small pop-up tents during events to provide shelter.</li> <li>3. Tents are temporary structures which, even when properly secured, will be susceptible to strong winds.</li> <li>4. Care must be taken in response to inclement weather conditions such as high winds, when erecting and dismantling tents, and throughout the duration of the use of the tent. Tents used for multiple days pose additional risk to changing and unexpected inclement weather conditions. All past insurance claims related to tents have been a result of damage due to excessive winds.</li> <li>5. Proper PPE, such as safety glasses and gloves, must be worn by Grounds staff while erecting or dismantling of tents to prevent potential injury to staff.</li> </ol>

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Procedure continued	<ol style="list-style-type: none"> <li>6. Steps must be taken to appropriately secure tents including anchoring on grass using stakes and rope or anchoring with drums filled with water on concrete or asphalt.</li> <li>7. Tents in the bleachers and in the stadium shall not be anchored by stakes or to KSK equipment.</li> <li>8. Tent security can be supplemented with the addition of more drums filled with water or extra rope over the tent canopy separately staked or tied to drums.</li> </ol> <p>C. Erecting KSK Tents before the Event.</p> <ol style="list-style-type: none"> <li>1. The grounds staff will evaluate the upcoming weather report at least 3 days in advance. If winds are expected to be in excess of 25 mph, the grounds manager or KS event representative will decide whether or not tents will be erected. Some of the factors include whether tents are in an open location or in a protected environment, soil condition for staking and proximity to nearby structures.</li> <li>2. The grounds staff will do a site analysis using the KS event requestor's layout or verbal instruction/direction of the desired setup of tents. At that time, the grounds manager or KS event representative will make a final determination on the strength of the wind and the gusts. If the manager identifies conditions that may cause high winds during the event, the grounds manager and requestor may need to discuss alternate sites. If it appears winds will be in excess of 25 mph, the grounds manager will call the KS event requestor to discuss the need for alternate arrangements and come to an agreement.</li> <li>3. The KS event requestor is responsible for securing alternate arrangements and planning for them accordingly.</li> </ol> <p>D. KSK Tents during the Event</p> <ol style="list-style-type: none"> <li>1. After tents have been erected on or off campus, the weather may change resulting in a hazardous situation. If the structural integrity of a tent becomes compromised due to high wind speeds, tents can fly loose or collapse and become a hazard, causing serious injury or damage to the area, staff and participants. The KS event requestor or representative will need to evaluate conditions taking into account the safety of the participants and the equipment.</li> <li>2. The KS event requestor or representative will need to contact the grounds manager to discuss alternatives for tents including early dismantling.</li> <li>3. Tents are not to be moved once set up is completed. If the KS event requestor or representative moves tents from the original location, the KS event requestor or representative shall be responsible for any damage to the equipment and nearby structures.</li> </ol> <p>E. KSK Tents after the Event</p> <ol style="list-style-type: none"> <li>1. If winds pick up excessive speed towards the end of the event, the KS event requestor or representative will alert the grounds manager.</li> <li>2. The grounds manager will make appropriate arrangements to safely remove the tents including obtaining more manpower.</li> <li>3. The grounds staff is responsible for dismantling and returning all tent equipment and supplies back to the appropriate storage area.</li> </ol>
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#### F. "Personal" Tents

1. The KS event representative is responsible for ensuring all visitors, KS staff and students adhere to these guidelines and the procedures are followed.
2. Allowing the erection of "personal" tents will be at the discretion and the responsibility of the KS event representative.
3. The KS event representative shall check all tents to ensure they are properly set up and adequately secured
4. The KS event representative will ensure that tents will not be erected in a prohibited area as listed below.
5. The KS event representative will obtain a waiver from the person(s) requesting to setup the "personal" tent and the requestor will assume liability prior to erecting the tent.
6. The waivers will be kept for one month if there is no reported incident.
7. Report: If a tent becomes unsecured (two legs) and starts blowing, even if there is no damage, a report will be made by the event sponsor and provided to the Safety Compliance Officer. The waiver will become part of the report.
8. "Personal" Tent Prohibitions: "Personal" tents may not be as durable as KSK Tents and will be prohibited from being erected in the following:
  - Areas that interfere with the competition;
  - Any public walking areas;
  - Within 5' from any gates or access points;
  - Areas obstructing access to bathrooms;
  - Areas obstructing handicap routes of travel and seat access;
  - Areas that may obstruct emergency response equipment and routes of access or travel;
  - Areas that obstruct viewing an event where the majority of spectators are expected;
  - In strong winds (gusts or constant speed at or exceeding 25 mph); and
  - If the "personal" tent appears to be unable to withstand the existing wind conditions under 25 mph.
9. Guidelines for erecting "personal" tents:
  - On the day of the event, prior to visitors coming, the KS event representative will check wind direction and speed by estimation or measurement. Account for wind gusts which are the usual means by which tents become loose and cause damage or injuries.
  - Wind speed needs to be estimated or measured at the same site where the tent is to be erected.
  - If possible, designate a downwind section at the location for the erection of tents.
  - Each group is allowed to erect no more than two "personal" tents. Have a school or group representative sign a waiver and assume liability prior to erecting tent (work with KS Legal to develop).
  - Tents shall be erected as instructed by manufacturer.
  - Tent sidewalls and full-sided banners are not allowed due to increased wind load factor and potential for uplift.

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	<p>Optional awning features found on some tents are not allowed. Ensure pushpins in all four corner legs are locked into place. All tents must be secured at each leg with ratchet style strapping (home depot etc.) to weights. KS event representative will inspect tents to ensure compliance with this procedure.</p> <p>Do not use stakes to secure tents from wind uplift. Stakes represent a tripping and impalement hazard and may also cause damage to the subsurface utilities.</p> <p>All tents need to be held down with weights or water barrels supplied by the group that is responsible for the “personal” tent.</p> <p>Do not secure tents to any KS property, such as railings, fencing, bleacher seats.</p> <p>Walkways need to be kept clear of tent canopies, tent legs and tent user personal items (e.g. bags, coolers, equipment).</p> <p>Do not use during thunder/lighting storms.</p> <p>Keep away from open flames.</p> <p>If tent is not sufficiently secured or unable to withstand the wind conditions, it will need to be disassembled.</p> <p>10. Guidelines for erecting “personal” tents in the bleachers  “Personal” tents in the bleachers are discouraged; however, if requested and considered necessary by a visiting group or school, designate a “tent-only” section (e.g. top four rows of bleachers) being careful not to block viewing of the event.</p> <p>Pop up tents to be set up in the bleachers will have a maximum dimensions of 10’ x 10’. Only pop ups will be allowed in the bleachers (no EZ Corner set-ups).</p> <p>Tents in the bleachers must not block views from the Handicap viewing areas generally at the top of the bleachers.</p> <p>Tents in bleachers must be weighted and not tied to KSK property. Bleachers have been damaged in heavy wind conditions when previously used to secure the “personal” tents.</p> <p>11. KS reserves the right to mandate that tents be disassembled (taken down) for any reason (including wind speed, lightening, gusting winds, improper setup, protruding into walkways) or violating any of the other listed prohibitions.</p>
6. Record Keeping Required	Tracking via the WebTMA system Waiver Incident Report for Loose Tents
7. Related KS Organization Policies	None.
8. Related Division/ Department Procedures	Grounds Department Dress Code Procedure PPE Procedure
9. Forms/Resources Required/Other	None.

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equipment manuals	
10. Approvals	Prepared by:                      Division Director:

OPERATIONS SUPPORT  
Unsecured Tent Report

Tent Incident – To be completed whenever a tent becomes unsecured from two of the sides.

Date: \_\_\_\_\_ Event: \_\_\_\_\_

Tent:    Personal Tent-School    Personal Tent-Family    KSK Tent (Erected by Grounds)

Wind when tent erected:    Strong                      Strong Gusts                      Moderate                      Light  
Wind speed if known: \_\_\_\_\_

Wind at time of incident:    Strong                      Strong Gusts                      Moderate                      Light  
Wind speed if known: \_\_\_\_\_ mph

Was tent inspected by KSK staff:    Yes                                      No

Was tent properly secured                      Yes                                      No

Describe:

Owner of Tent (if not KSK): \_\_\_\_\_

Was waiver completed                      Yes                                      No  
(Attach completed waiver to this form.)

Describe Incident:

Were there any reported damage or injuries?

Send completed form to Safety Compliance Officer at Operations Bldg 30:

OPERATIONS SUPPORT  
Personal Tent Waiver

REQUEST TO ERECT TENT ON KS FACILITY

Name : \_\_\_\_\_

Organization/Affiliation: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_

City / State / Zip: \_\_\_\_\_

E-Mail: \_\_\_\_\_ Phone: \_\_\_\_\_

Name of KS facility to erect tent upon:     Kunuiakea Stadium / Track    

I hereby request to erect a Personal Tent defined per KS policy and procedure as a pop up, canvas, dome, or screen tent or canopy, at the designated KS facility above. I agree to comply with all of the rules and regulations governing the use of these tents, and will assume all risks of injury, damage or loss arising out of the erection of these tents while I am on Kamehameha Schools' premises or while I am participating in any Kamehameha Schools' program or service, and I further hereby waive, release, discharge, and hold harmless Kamehameha Schools of liability for such injury, damage or loss.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
KS Approval Signature

\_\_\_\_\_  
Date

Please email completed form to : [Edpaola@ksbe.edu](mailto:Edpaola@ksbe.edu) or FAX to 808-842-8849