



Emergency Procedures Policy

Introduction: Rocktail Events is dedicated to ensuring the safety and well-being of our clients, their guests, and our staff members at all times. This Emergency Procedures Policy outlines our guidelines and procedures for responding to emergencies during events.

1. Emergency Preparedness:

- Rocktail Events staff members are trained in emergency response procedures, including first aid and CPR.
- We maintain emergency kits and first aid supplies on-site at all events.

2. Emergency Contact Information:

- Prior to each event, our team will obtain emergency contact information from the client, including the venue's emergency contact person and local emergency services.

3. Emergency Communication:

- In the event of an emergency, Rocktail Events staff members will remain calm and provide clear instructions to guests to ensure their safety.
- We will communicate with venue staff and event organizers to coordinate emergency response efforts as needed.

4. Medical Emergencies:

- If a medical emergency occurs, Rocktail Events staff members are trained to assess the situation and provide immediate assistance, including administering first aid and calling for emergency medical services if necessary.
- We will remain with the individual requiring assistance until emergency medical services arrive.

5. Fire Safety:

- In the event of a fire or smoke alarm activation, Rocktail Events staff members will follow venue evacuation procedures and assist guests in safely exiting the premises.
- We will not attempt to extinguish a fire unless trained and equipped to do so safely.

6. Severe Weather:

- If severe weather poses a threat to the safety of guests or staff, Rocktail Events staff members will advise guests to seek shelter in designated areas and follow venue evacuation procedures if necessary.
- We will monitor weather alerts and updates to ensure the safety of everyone at the event.

7. Evacuation Procedures:

- In the event of an evacuation order or other emergency requiring evacuation, Rocktail Events staff members will assist guests in safely exiting the premises using designated evacuation routes.
- We will account for all guests and staff members to ensure everyone has safely evacuated the premises.



8. Training and Drills:

- Rocktail Events staff members receive regular training on emergency procedures and participate in emergency response drills to ensure readiness.
- We continuously evaluate and update our emergency procedures based on feedback and lessons learned from training and drills.

9. Documentation and Reporting:

- After any emergency situation, Rocktail Events staff members will document the incident, including actions taken and any injuries or damages incurred.
- We will report the incident to the client and venue management as required.

By engaging Rocktail Events for mobile bar services, the client acknowledges and agrees to abide by the terms and conditions outlined in this Emergency Procedures Policy.

Signature:

Rocktail Events:

[Signature]

[Date]

[Printed Name]

By signing below, the client acknowledges that they have read, understood, and agree to abide by the terms and conditions outlined in this Emergency Procedures Policy.

[Client Signature]

[Date]

[Printed Name]