

Checklist for Developing an Emergency Evacuation Plan for a Tented Event

This checklist can help in developing your emergency evacuation plan.

Prior to the Event

Designated Point Person(s)

Name _____ Cell Number _____

Name _____ Cell Number _____

Emergency Conditions to be aware of (check what may apply to your region/seasonality):

- | | | |
|---|--|--|
| ☐ Lightning | ☐ Heavy rainfall | ☐ Ice storm |
| ☐ Hail or sleet | ☐ Flash flooding | ☐ Fire or explosion |
| ☐ Damaging winds | ☐ Snow accumulation | ☐ Gas leak |
| ☐ Earth movement | ☐ _____ | ☐ _____ |

Emergency Evacuation Location

Name _____ Phone No. _____

Location/address _____

Route to evacuation location _____

Confirmed the shelter will be open and available: ☐ Yes ☐ No

Backup Method of Communication

☐ PA ☐ Cellphone ☐ Walkie-talkie ☐ Bullhorn Other _____

During the Event

An initial announcement of location of emergency evacuation location will be made.

☐ Yes ☐ No

If yes, by whom: _____

Weather Monitoring

☐ Weather alert radio ☐ Radio ☐ TV ☐ Cellphone app

Evacuation Cues

During the event, implement your evacuation plan for any of the following conditions:

- ☐ A severe weather alert is posted by the National Weather Service.
- ☐ Dark clouds are approaching.
- ☐ Lightning strikes within one mile (less than a five-second count between lightning and thunder).
- ☐ Hail or sleet falls.
- ☐ Twigs break from trees or large trees sway.
- ☐ Any of the tent anchoring devices fail or the tent begins to move (e.g., tent poles wobble, ropes snap, tent top rips or tears, etc.).
- ☐ Rain falls so hard it runs off tent walls in sheets.
- ☐ Water is running through the tent or surrounding area.
- ☐ Snow or ice is accumulating.
- ☐ An explosion, excessive heat, smoke or fire is in the vicinity of the event.
- ☐ There is ground movement of any kind.
- ☐ Other conditions exist as previously determined in developing your emergency plan.

Emergency Phone Numbers

Pre-program these numbers into your cellphone:

Fire Dept. 911 or _____ Police Dept. 911 or _____

Rental store _____ Venue _____

Event/wedding planner _____ Rental customer _____