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 ____________________________