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 ☐ Cell phone ☐ 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 cell phone:

Fire Dept. _________________________________ Police Dept. _________________________________
Rental store ______________________________ Venue _________________________________
Event/wedding planner _____________________ Rental customer __________________________