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 _____