



Checklist for Developing an Emergency Evacuation Plan for a Tented Event

This checklist can help in developing your emergency evacuation plan.

Pri	0	r to the Even	t			
Des	igı	nated Point Person	(s)			
Name				Cell Number		
Name				Cell Number		
Eme	erg	ency Conditions to	be a	aware of (check what may a	pply	to your region/seasonality):
I		Lightning		Heavy rainfall		Ice storm
I		Hail or sleet		Flash flooding		Fire or explosion
I		Damaging winds		Snow accumulation		Gas leak
I		Earth movement				
Eme	erg	ency Evacuation L	oca	ition		
Name				Phone No		
Loca	tior	n/address				
Rout	e to	evacuation location				
Conf	irm	ed the shelter will be op	en a	nd available: Yes		No
Bac	ku	p Method of Comn	nun	ication		
	PA	□ Cellphone □	J V	Valkie-talkie □ Bullho	rn	Other

During the Event

An initial announcement of location of emergency evacuation location will be	oe 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.	A severe weather alert is posted by the National Weather Service.						
☐ Dark clouds are approaching.	Dark clouds are approaching.						
☐ Lightning strikes within one mile (less than a five-second count betwand thunder).	3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3						
☐ 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.ç							
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.	Water is running through the tent or surrounding area.						
☐ Snow or ice is accumulating.	Snow or ice is accumulating.						
☐ An explosion, excessive heat, smoke or fire is in the vicinity of the e	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 	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	Police Dept. 911 or						
Rental store Venue	Venue						
Event/wedding planner Rental customer	Rental customer						