

Developing an Emergency Evacuation Plan for a Tented Event



Checklist

This checklist can help in developing your emergency evacuation plan.

Prior to the event

Designate Point Person(s)

For a wedding: A family member, member of the wedding party, etc.

For a corporate event: An event planner, company representative, etc.

For a public event: A show manager, representative of the venue, the fire chief, etc.

Name _____ Cell Number _____

Name _____ Cell Number _____

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

- | | | |
|---|---|--|
| <input type="checkbox"/> Lightning | <input type="checkbox"/> Hail or sleet | <input type="checkbox"/> Damaging winds |
| <input type="checkbox"/> Heavy rainfall | <input type="checkbox"/> Flash flooding | <input type="checkbox"/> Snow accumulation |
| <input type="checkbox"/> Ice storm | <input type="checkbox"/> Earth movement | <input type="checkbox"/> Fire or explosion |
| <input type="checkbox"/> Gas leak | <input type="checkbox"/> _____ | <input type="checkbox"/> _____ |

Emergency Evacuation Location

Name _____ Phone Number _____

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 Cell phone app

Evacuation Cues

During the event, implement your evacuation plan for any or 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 (ex., tent poles wobble, ropes snap, tent top rips or tears, etc.).
- Rain falls so hard it runs off tent 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. 911 or _____ Police Dept. 911 or _____

Bob Mutton Party & Tent Rentals 260-432-8636 After hours 260-557-4381 or 260-557-4380

Venue _____ Event/wedding planner _____

Event host/rental customer _____