



## CHECKLIST FOR DEVELOPING AN EMERGENCY EVACUATION PLAN FOR A TENTED EVENT

### PRIOR TO THE EVENT:

Work with the point person(s) to determine the emergency conditions that will trigger an evacuation of the tent structure.

Designated Point Person(s): Name \_\_\_\_\_ Cell \_\_\_\_\_  
Name \_\_\_\_\_ Cell \_\_\_\_\_

### Emergency Conditions:

- |  |  |
|--|--|
| <input type="checkbox"/> Lightning         | <input type="checkbox"/> Damaging Winds    |
| <input type="checkbox"/> Heavy Rainfall    | <input type="checkbox"/> Ice Storm         |
| <input type="checkbox"/> Flash Flooding    | <input type="checkbox"/> Fire or Explosion |
| <input type="checkbox"/> Snow Accumulation | <input type="checkbox"/> Gas Leak          |
| <input type="checkbox"/> Hail or Sleet     | <input type="checkbox"/> Earth Movement    |

### Emergency Evacuation Location:

Work with your point person(s) to predetermine where guests will go and how they will get there if the tent must be evacuated.

Name \_\_\_\_\_ Phone # \_\_\_\_\_

Location/Address \_\_\_\_\_

Route to evacuation location \_\_\_\_\_

Confirmed the location will be open and available: \_\_\_\_\_ Yes \_\_\_\_\_ No

### Backup Method of Communication:

Plan how you will communicate with your guests in an emergency. Depending on the size of the event, consider backup methods of communication for situations which there is no electrical power, cell phone service, etc.

- |  |                                      |
|--|--------------------------------------|
| <input type="checkbox"/> PA            | <input type="checkbox"/> Bullhorn    |
| <input type="checkbox"/> Cell Phone    | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Walkie-Talkie |                                      |

## 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 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 areas

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: 828-264-5002 / 828-264-5000

Venue Personnel: \_\_\_\_\_

Event Planner: \_\_\_\_\_

Rental Customer: \_\_\_\_\_