



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

## **PRIOR TO THE EVENT**

### **Designated person(s) in charge of emergency plan & evacuation**

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

### **Emergency Evacuation Location(s)**

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 the location of the emergency evacuation location will be made.

Yes  No

If yes, by whom: \_\_\_\_\_

### **Weather Monitoring**

Weather alert radio  Radio  TV  Cellphone app



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### **DURING THE EVENT (Continued)**

#### **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 \_\_\_\_\_

Event/wedding planner \_\_\_\_\_ Venue \_\_\_\_\_

Rental customer \_\_\_\_\_

**Canton Chair Rental      Business hours phone:      330-477-7719**  
**Emergency pager phone:      330-737-1227**