



Tented Events: Emergency Evacuation Plan Template

No matter how well-planned an event, sometimes situations out of our control can become a reality. It is important to have a safety plan ready in case of an emergency. Please use the checklist below to create a safety plan.

PRIOR TO THE EVENT:

✓ **Designated On-Site Safety Person(s):**

Name: _____ Phone Number: _____

Name: _____ Phone Number: _____

✓ **Possible Emergency Conditions to Monitor** *(consider your region and seasonality):*

Lightning, heavy rainfall, ice storm, hail or sleet, flash flooding, fire or explosion, damaging winds, snow accumulation, gas leak, earthquake, etc.

✓ **Emergency Evacuation Location:**

Name: _____ Phone Number: _____

Address: _____

Route to evacuation address: _____

Confirmation the location will be open and available?: Yes No

✓ **Other Forms of Communication Available:**

Public Address System, Cell Phone, Walkie-Talkie, Bullhorn, Email

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DURING THE EVENT:

- ✓ **Designated on-site person to activate emergency evacuation plan:**

Name: _____

- ✓ **Utilize Weather Monitoring Devices:**

- Weather alert radio
- Television
- Smart phone app
- Standard radio

- ✓ **Implement Your Evacuation Plan Under the Following: (not limited to):**

- Severe weather alert is posted by the National Weather Service
- Dark, ominous clouds approaching
- Lightning strike within one mile
(less than five second count between lightning and thunder)
- Hailing or sleeting
- Twigs breaking from trees or large trees swaying in the wind
- Any of the tent anchoring devices fail or the tent begins to move
(tent poles wobble, ropes snap, tent top rips or tears, etc).
- Heavy rainfall creating sheets of rain off tent walls.
- Water running through the tent or surrounding area
- Snow or ice begins accumulating
- An explosion, excessive heat, smoke or fire in the vicinity of the event.
- Ground movement of any kind

- ✓ **Emergency Phone Numbers**

It is recommended to program these numbers into your phone prior to the event.

- **Emergency Services:** 911
- **Event Essentials:** 608-846-5004
(leave message on emergency after-hours number if needed)
- **Venue:** _____
- **Event / Wedding Planner:** _____

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