

Touring Emergency Preparedness Packet

This packet is provided as a practical organizational resource intended to help touring artists, crews, production personnel, independent entertainment organizations, and traveling event staff maintain important emergency information while on the road. This document is not legal or medical advice.

TOUR INFORMATION

Tour Name: _____

Primary Contact Person: _____

Primary Contact Phone: _____

Primary Contact Email: _____

Tour Start Date: _____

Tour End Date: _____

TOUR PERSONNEL DIRECTORY

Name	Role	Phone Number	Emergency Contact

EMERGENCY CONTACT INFORMATION

Primary Emergency Contact

Name: _____

Relationship: _____

Phone Number: _____

Alternate Number: _____

Secondary Emergency Contact

Name: _____

Relationship: _____

Phone Number: _____

Alternate Number: _____

MEDICAL INFORMATION

Complete only information you are comfortable sharing for emergency preparedness purposes.

Medical Conditions / Concerns:

Allergies:

Current Medications:

Health Insurance Provider:

Insurance Policy Number:

Preferred Hospital / Medical Provider:

VEHICLE INFORMATION

Primary Touring Vehicle

Vehicle Make / Model: _____

Year: _____

License Plate: _____

VIN (Optional): _____

Insurance Provider: _____

Policy Number: _____

Roadside Assistance Contact:

Trailer Information (If Applicable)

Trailer Make / Model: _____

License Plate: _____

Lock Information / Key Holder:

TOUR ROUTING & LODGING

Date	City	Venue	Hotel / Lodging	Venue Contact

EQUIPMENT & INVENTORY REFERENCE

Important Equipment Notes:

Primary Equipment Storage Locations:

Cloud Backup Location / Inventory Records:

DIGITAL SECURITY & ACCESS

Important Account Recovery Notes:

Password Recovery Contact:

Backup Communication Methods:

EMERGENCY PROCEDURES

Vehicle Breakdown

- Move vehicle to safe location if possible
- Contact roadside assistance
- Notify tour personnel and venue immediately
- Document damage with photos if applicable

- Confirm updated arrival estimates

Medical Emergency

- Contact emergency services immediately
- Notify designated emergency contact
- Identify nearest hospital or urgent care location
- Document incident details if possible

Severe Weather

- Monitor local alerts and emergency advisories
- Avoid unsafe travel conditions
- Communicate delays or cancellations early
- Relocate personnel if evacuation becomes necessary

Equipment Theft

- Contact local law enforcement
- Document missing items immediately
- Provide serial numbers and inventory records
- Notify insurance provider
- Alert tour management and venue personnel

Missing Personnel

- Attempt direct contact immediately
- Verify last known location
- Notify tour leadership and venue staff

- Contact emergency services if necessary

BASIC TOURING SAFETY CHECKLIST

Before Departure:

- Vehicle inspected
- Tires checked
- Emergency kit packed
- Phones charged
- Backup chargers available
- Emergency contacts updated
- Routing confirmed
- Lodging confirmed
- Equipment secured
- Important documents backed up

During Tour:

- Monitor driver fatigue
- Maintain hydration
- Secure vehicles during stops
- Confirm load-in/load-out plans
- Maintain communication with personnel
- Monitor weather and travel conditions
- Document incidents immediately if problems occur

IMPORTANT NOTES