

Emergency Announcement Guide



Use this document to notify participants at a special event of an emergency. The On-Site Leader or designated representative must provide emergency notification to event participants as quickly as possible based on the specific emergency incident circumstances. This guide should not be considered all-inclusive but should be used as a guide to plan accordingly - as needed.

Evacuation

Attention Barkats and guests! The Sam Houston State University Police Department requires you to evacuate the event site immediately due to a

[provide specific event, whether it is civil unrest, bomb threat, HAZMAT, etc.].

At this time, we ask that you remain calm and immediately proceed to

[give exact location(s) as provided by UPD].

At this time, do not enter the

[indicate area(s) or other prohibited vicinities].

Follow any and all directions from (insert name(s) of building(s) and location) to shelter

Tornado Warning

Attention Barkats and guests! A tornado warning has been issued for our area by the National Weather Service. Everyone should seek shelter immediately in a building basement or ground floor interior hallway area that is not near doors and windows.

The following locations are available and open for shelter:

[insert building name(s)]

They are located at

[insert concise building location directions].

Please enter through

[provide directions on where to enter for each shelter-in-place location]

and proceed to the lowest level. Please be advised: If inside shelter is not available, lie flat in the nearest depression, such as a ditch or ravine

[provide location for this if applicable].

