

EMERGENCY ANNOUNCEMENT SCRIPTS

**CONTENTS TO BE USED BY: EVENT EMCEE / HOUSE MGR
INCLUDE IN ALL RUN-OF-SHOW BINDERS**

Triggers for Activation of Messages Below:

1. Infrastructure Issues: **Fire Alarm Activations**, Power Issue, other critical systems impacting the program.
2. Verbal/Physical Disruptions: Interruption to the EMCEE, Speaker, Facilitator, or Program
 - a. Provide a **1st warning** to calm down and be respectful
 - b. Provide **2nd warning** with threat of removal
 - c. If interruption continues, TUPD or event organizer will ask or remove disruptive person(s)

Low-level Situation

MESSAGE: Guests – We will take a brief pause. Please remain seated, and our event will proceed momentarily. We appreciate your patience and understanding.

Medium-level Situation

MESSAGE: Guests – We will take a brief pause to allow our event staff to address the situation. Please remain seated, and if necessary, please follow the instructions of event staff. We appreciate your patience and understanding.

High-level Situation/Fire Alarm Activations

MESSAGE*: Guests – For your safety and security, we ask everyone to please exit the auditorium in a calm and orderly manner. Please follow the instructions of event staff and law enforcement. Assist anyone around you who may need support leaving their seats. We appreciate your understanding.

**Message may need to be repeated multiple times*

Medical Situation

MESSAGE: Guests – We will take a brief pause to address a medical emergency. Please make room for first responders and remain seated - our event will proceed momentarily. Thank you for your understanding.

We appreciate your patience and understanding as we addressed a medical emergency. Our program will now continue.

Resumption Message or “All Clear”

**Statement to be used after an interruption to restart the program*

Guests, we apologize for the interruption. We will now continue our program. Thank you for your patience and understanding.