

## **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.