

# 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**

