

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 Bearkats 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 and instructions of public safety officials.

Lightning in the Area During Outdoor Activities

Attention Bearkats and guests! There is a lightning approaching the area. At this time, we need you to proceed to

[insert building name(s)]

to take shelter. Please enter through the

[insert directions on where to enter].

Please refrain from utilizing phones or any other electronic/electrical devices. Remain calm and proceed to

[insert shelter location].

Tornado Warning

Attention Bearkats 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].

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Heat Advisory for Outdoor Activities

Attention Bearkats and guests! A heat advisory has been issued for our area by the National Weather Service. A heat advisory means that a period of hot temperatures and high humidity will combine to create a situation in which heat illnesses are possible. Please drink plenty of fluids and stay out of the sun as much as possible.

If Applicable

To help you cool down, misting stations have been set up at

[insert location]

If needed, the First Aid Station is set up at

[insert location].