

# **Announcements in an Emergency**

## **FIRE ALARM ANNOUNCEMENT**

“May I have your attention. May I have your attention please. This is your emergency operator. The alarm is being investigated. Please remain calm and you will be advised what action to take.”

(repeat message twice)

## **FIRE ALARM CANCELLATION**

"May I have your attention. May I have your attention please. This is your emergency operator. The emergency alert has been canceled. Everything is normal.

(repeat message twice)

Thank You.”

## **FIRE RELOCATION ANNOUNCEMENT (6th floor and up)**

“May I have your attention. May I have your attention please. This is **not** a drill. I repeat, this is **not** a drill. All persons shall proceed to the stairwell and walk down four floors and re-enter the building. **DO NOT USE THE ELEVATORS!** Disabled persons should be taken to the closest smoke free stairwell to await evacuation by the Fire Department. We will keep you informed of the situation.”

(repeat message twice)

## **FIRE RE-ENTRY ANNOUNCEMENT**

**(Those floors that are to prepare to receive relocating floors)**

"May I have your attention. May I have your attention please. Please open your stairwell doors and prepare to receive those tenants relocating from the floors above."

(repeat message twice)

## **FIRE EVACUATION ANNOUNCEMENT (5th floor and lower)**

"May I have your attention. May I have your attention please. This is **not** a drill. I repeat, this is **not** a drill. All persons shall proceed to the stairwell, walk down to the lobby and exit the building. **DO NOT USE THE ELEVATORS!** After you leave the building, please move away from the exits. Disabled persons should be taken to the closest smoke free stairwell to await evacuation by the Fire Department. You will be notified when it is safe to re-enter the building. We will keep you informed of the situation."

(repeat message twice)

## **All Clear**

"May I have your attention. May I have your attention please. The emergency is over. The emergency is over. Thank you for your cooperation." (if tenants have relocated, instruct them to return to their floors by elevator.)

(repeat message twice)

## **EARTHQUAKE ANNOUNCEMENT**

"May I have your attention. May I have your attention please. Stop what you are doing and listen carefully. Please remain calm and stay in the building. Check your immediate area for injuries and hazards that have been caused by the earthquake and standby for further announcements. Do not use the elevators, I repeat, do not use the elevators. Personnel are in the process of assessing the building. We will continue to keep you informed of any changes."

(repeat message twice)