

# PUBLIC ADDRESS ANNOUNCEMENTS



**READ EACH ALERT TWICE!**

## EVACUATION ALERTS

**EVACUATION FOR FIRE WILL ALWAYS BEGIN WITH THE RINGING OF THE  
FIRE ALARM.**

IF ANNOUNCEMENTS MUST BE MADE, INCLUDE SPECIFIC DIRECTIONS FOR STAFF AND STUDENTS.

**BEGIN ALL ANNOUNCEMENTS WITH *"ATTENTION"* AND MAKE ANNOUNCEMENTS SPECIFIC**

**TO BEGIN A LOCKDOWN (USE EITHER SOFT OR HARD)**

**"ATTENTION: WE ARE NOW IN SOFT/HARD LOCKDOWN. TAKE PROPER ACTION"**

**ALL CLEAR MESSAGE:**

**"ATTENTION: THE LOCKDOWN HAS BEEN LIFTED"**

**TO BEGIN A SHELTER- IN (USE EITHER ENVIRONMENTAL OR POLICE ACTIVITY)**

**"ATTENTION: THIS IS A SHELTER- IN. SECURE ALL EXIT DOORS"**

**ALL CLEAR MESSAGE:**

**"ATTENTION: THE SHELTER-IN HAS BEEN LIFTED"**