

## **Event Scripting Examples:**

### **Event Safety Message**

“Ladies and gentlemen, may I have your attention please. In the event of an emergency, and we are required to evacuate, please locate the closest emergency exit. Please exit immediately but calmly. \_\_\_\_\_ (eg. Security, volunteers in green t-shirts, etc.) will direct you to the closest exit. The following locations will be provided to you as a gathering point: \_\_\_\_\_ (eg. City Hall, North Parking Lot, etc.) Thank you for your understanding and cooperation.”

### **Temporary Interruption of event – Storm/Lightning**

**Primary Agency:** Event organizer & Event Safety Officer

**Secondary Agency:** Event Security & Police

- Command will monitor weather conditions and communicate with event staff on any risk related to intense or extreme weather
- If an event is postponed/delayed due to weather circumstances, event staff with support from security and police will deliver the message to people in attendance
- If an event is cancelled due to weather circumstances, Halton Police will coordinate the evacuation of the site with support from security and event staff
- In the case of a storm event staff will make one of the following announcements over the main stage depending on the circumstances:

“Ladies and gentlemen, may I have your attention please. Due to the (“approaching” if applicable) storm, we must temporarily stop the event to assess the situation. We hope to be able to continue soon – it seems as though there is a possibility this storm will quickly pass over the area. We will inform you as the situation develops.”

(If lightning in immediate area)

“Due to lightning, we urge you to stay clear of trees, tents or any metal structures. Thank you for your understanding and cooperation.”

### **Message for Cancellation of event – Storm/Lightning**

“Ladies and gentlemen, may I have your attention please. Due to inclement weather, we must regrettably cancel the event. For your own safety, we ask you to please vacate the premises immediately but calmly.”

(If lightning in immediate area)

“Due to lightning, we urge you to stay clear of tree, tents or any metal structures. Thank you for your understanding and cooperation.”

### **Warning Script re alcohol use**

“Please be advised that the consumption of alcohol must take place only in the designated areas”

**End script**

“Thank you for attending – have a safe journey home”