



Per the State Fire Marshall's Office, occupancies that feature a presentation before an audience, shall, prior to the start of the performance, make an audible announcement that notifies occupants of the location of the exits to be used in case of a fire or other emergency. Such announcements can be made in person, by recorded announcement or projected image.

**Example Exit Announcement:**

Ladies and gentlemen, may I have your attention for a brief announcement. Please note at least two exits at this time; especially your nearest exit which may be behind you. *(At this time, the announcer shall point to all of the exits from the room.)* Upon activation of a fire alarm, immediate evacuation is required. Proceed calmly to the outside evacuation assembly area and follow the directions of Campus Police or Fire Department officials." *(Indicate the evacuation site for the location that you are in. If there is no specific site, then state "Proceed calmly to the nearest exit and follow the directions of Campus Police or Fire Department officials once outside").* Do not use elevators during the alarm. Once outside the building, everyone must wait until an "All-Clear" to be given by Campus Police or emergency personnel before re-entering the building.

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