

STATE OF DELAWARE

BASIC INSTRUCTION SCRIPTS FOR PUBLIC ADDRESS SYSTEM OR MIR3:

*The following scripts are suggested for use as message alerts using the MIR3 system or as Public Address (PA) system announcements. For use as PA announcements, a preface to each script such as “*Ladies and Gentlemen, your attention please*” is recommended. Also, PA announcements should be repeated twice to ensure they are clearly understood. **Note:** You may want to omit the text in *green* from PA announcements. Text in *brown* will need to be adapted to meet your specific need.*

1. SHELTER/STAY IN PLACE

“There is an emergency situation at the _____ building [name, location], seek shelter, lock doors, and remain in place. Lock and move away from windows. *Please stay off your cell phone unless it is an emergency. This will allow you to receive additional emergency instructions.* This is not a drill.”

2. EVACUATION

“There is an emergency situation at the _____ building [name, location]. Safely and calmly evacuate the building or area immediately and proceed to your *primary / alternative* evacuation staging area. Remain away from the building or area and stand by for further instructions. Please follow the instructions of emergency personnel and law enforcement on scene. *Please stay off your cell phone unless it is an emergency. This will allow you to receive additional emergency instructions.* This is not a drill, please evacuate now.”

3. SHOTS FIRED/ACTIVE SHOOTER

“*Gunshots have been heard (or “There is an active shooter”)* at the _____ building [name, location], lock the doors, turn off the lights, and hide in a location that is not visible, or escape to a safe area away the building if safe to do so, and wait for further instructions. Please follow the instructions of emergency and law enforcement on scene. Please stay off your cell phone unless it is an emergency. This will allow you to receive additional emergency instructions. This is not a drill.”

4. HAZARDOUS MATERIAL INCIDENT

“A potentially hazardous material event has occurred that may affect the _____ building [name, location], stay indoors, close windows and doors and remain in place. *Please stay off your cell phone unless it is an emergency. This will allow you to receive additional emergency instructions.* This is not a drill.”

5. BOMB LOCATED

“A possible explosive device has been reported at the _____ building [name, location], evacuate immediately to your primary / alternative evacuation staging area. Stay away from the _____ building [name, location], until you are given further instructions. DO NOT USE YOUR CELL PHONE. This is not a drill.”

6. TORNADO WARNING

“The National Weather Service has issued a tornado warning for _____ County. A tornado warning means that a tornado has been sighted or indicated on radar in the _____ County area. Proceed to the lowest level of the building or interior space. Stay away from windows. Please stay off your cell phone unless it is an emergency. This will allow you to receive additional emergency instructions. An ‘all clear’ message will be (sent / announced) when the tornado warning is discontinued. This is not a drill.”

7. TORNADO ‘ALL CLEAR’

The tornado warning for _____ County has expired. Be cautious in returning to your normal activities. Call (Capitol Police or your designated emergency staff) at _____. ____ to report any injuries, gas or chemical smells, or damage to your building. Thank you.”

8. EARTHQUAKE

“We have experienced an earthquake. Please remain calm. DO NOT RELOCATE. DO NOT USE THE ELEVATORS. Duck, cover and hold on. Please stay off your cell phone unless it is an emergency. This will allow you to receive additional emergency instructions. This is not a drill.”

9. EMERGENCY SITUATION OVER

“The emergency situation in the _____ building [name, location] is now over. You may resume your normal duties. Thank you.”

10. WEATHER RELATED DELAYED OPENING – 2 HOURS

Today, [[placeholder:Day]], [[placeholder:Month]] [[placeholder:Date]], [[placeholder:Year]], the _____ building [name, location] will have a delayed opening due to inclement weather and roadway conditions. Non-essential personnel need to report in time to be able to serve the public starting at 10:00 a.m. Again, non-essential personnel need to report in time to begin serving the public by 10:00 a.m.

11. WEATHER CLOSURE – LEVEL 1 DRIVING WARNING

Today, [[placeholder:Day]], [[placeholder:Month]] [[placeholder:Date]], [[placeholder:Year]], the _____ building [name, location] is closed due to inclement weather and roadway conditions. Additionally, the Governor has activated a Level 1 Driving Warning, which encourages one to not operate a motor vehicle on Delaware roadways, unless there is a significant health, safety or business necessity reason to do so.

12. WEATHER CLOSURE - LEVEL 2 DRIVING RESTRICTION

Today, [[placeholder:Day]], [[placeholder:Month]] [[placeholder:Date]], [[placeholder:Year]], the _____ building [name, location] is closed due to inclement weather and roadway conditions. Additionally, the Governor has activated a Level 2 Driving Restriction, which prohibits one from operating a motor vehicle on Delaware roadways, except for those who meet specific exemptions or who have obtained a waiver.

13. TEST MESSAGE

“This is a test of the MIR3 emergency notification system. We will use this system to notify you of real emergency situations that require you to take immediate action. If this had been a real emergency situation, you would have received instructions on what emergency action to take. If you need to update any of your contact information, please contact your agency’s COOP plan builder. This is only a test. Thank you.”