

Appendix B

Emergency Evacuation Announcement

The following announcement must be communicated to the occupants of events where more than 300 individuals are present. The notice must be made just before the event starts.

Ladies and gentlemen, may I have your attention.

In order to comply with the fire code in the State of Tennessee I would like to make the following announcement.

Please take a moment to locate the exit nearest you. Exits are located (please list). Should an emergency arise, we ask that you proceed rapidly, but orderly to the nearest exit and away from the building.

Please be reminded that smoking or the use of open flame by event attendees is not permitted.

Building and room where event was held _____

Name of the event _____

Person making the announcement _____

Date and time of the announcement _____

A copy of this form or equivalent must be kept in the department's files for at least one year, unless litigation or a claim is likely.