

Safety Moment Template

Ladies & Gentleman, welcome to the _____
[event]. Today is _____ [day; date]. Please direct your attention to the screens for a safety briefing.

There are no planned fire drills, so please treat any alarm with the proper attention. In the case of a fire or other emergency, the alarm will sound, and an announcement will instruct you to vacate the building.

Exits are located _____ [location] of the room. Please remain calm and proceed with caution to _____ [location]. The first muster point is located _____ [location].

If the primary exits are blocked, please proceed to secondary exits located _____ [location].

While on premises during _____ [event], please familiarize yourselves with your surroundings and be mindful of any potential hazards. Hold onto handrails when using the stairs and keep the aisles and walkways clear of obstructions by placing any personal items under chairs or tables.

Have a safe _____ [event] and a goal zero mindset.

Thank you.