Sample Broadcast Messages for Election Day Preparedness

Remember, **quick timing** and **accurate information** is critical to keeping your community safe in the event of large crowds or protests during Election Day. We have provided sample broadcast messages on Page 2. However, if you are drafting your own broadcast messages, consider the following questions:

- o **Who** – Know the audience you are trying to speak to *(i.e. people in certain offices? remote workers? everyone?)*
  - *Also provide any company-specific phone numbers or contact information (i.e. contact chief of security at [insert phone number])*
- o **What** – Be clear in what you are trying to communicate *(i.e. offices are closed; road closures; local polling stations)*
- o **When** – Provide time information, if possible *(i.e. road closures in effect from 12:00 PM EST until 4:00 PM EST)*
- o **Where** – Include any relevant location information, especially if you have offices across the country, satellite locations, or remote or traveling workers. *(i.e. the Washington, DC offices will be closed on January 4ᵗʰ due to protests)*
  - *Consider using geo-fencing to help with communicating location-specific messages for different offices, remote workers, or traveling lone workers! Note: users must have their location services enabled to receive a geofenced broadcast message.*

Prompt, accurate, and information-driven broadcast messages are powerful tools in moments of uncertainty. Make your organization a safer place to work, learn, and live with informative broadcast messages.

See below for sample messages you can send via LiveSafe's broadcast messaging capability to your enterprise community on Election Day.

Organization Closures or Delays:

"[Organization Building] is closed due to Election Day protests. [Organization Building] meetings will instead be held in [Organization Building]. Please report any safety hazards or concerns on LiveSafe. Be safe!"

"[Organization Name] will operate on a delayed opening due to Election Day crowds – offices will open at 11:00 AM EST. Report any safety incidents on LiveSafe. Be safe!"

"The road near [Organization Building] will be closed from 2:00 PM EST to 4:00 PM EST due to Election Day protests. Employees should try to avoid large crowds and practice social distancing. Report any safety incidents on LiveSafe."

Polling Information:

"[Organization Building] is an authorized polling station and will be open from 7:00 AM EST to 7:00 PM EST. Employees who are planning to vote are advised to wear masks and practice social distancing. Be safe!"

"Happy Election Day! If you are at the polls today, use the LiveSafe Mobile App to report any safety concerns, including protests or instances of voter intimidation. Be safe!"

"Heading out to vote today? Don't forget to wear a mask and practice social distancing. Report any safety incidents or suspicious behavior using LiveSafe."

Other General Messages:

"[Organization Name] is committed to company safety this Election Day! The safety of our employees is of the utmost importance and we will notify you of any changes to the office status immediately. Please use the LiveSafe app to report any safety or security incidents."

"[Organization Name] Community, the office is open and operating a normal schedule. Please be careful and alert while walking or driving to work and be advised of potential crowds or protests. Use LiveSafe to report any accidents, injuries, or general safety concerns."

"[Organization Name] Community, please note that Security response may be impacted due to the Election Day crowds. However, we will respond as soon as we are able. The safety of our employees is of the utmost importance. Stay safe!"

"[Organization Name] Community, we are expecting crowds and protests this Election Day. To stay safe, we recommend employees avoid polling locations except when voting. Please report any safety or security incidents via the LiveSafe App."

"[Organization Name] offices may be closed due to holiday, but the LiveSafe App is ready to keep you safe! Report any accidents, injuries, or general safety concerns on the app. Be safe!"

"See a safety hazard? Notify the right people via the LiveSafe App about these and any other safety and security incidents you see so no one gets hurt. Stay safe!"

"Safety is a shared responsibility. See something suspicious or concerning? Send in a tip, anonymously if you choose, via LiveSafe app or call Security at [insert phone number]."

"[Organization Name] Community, if you do not feel safe traveling into the office today please plan to work remotely notify your supervisor. Stay safe!"