

Sample Broadcast Messages for Hurricanes & Tropical Storms

Remember, **quick timing** and **accurate information** is critical to keeping your community safe in the event of inclement weather such as hurricanes and tropical storms. We have provided sample Broadcast messages on Page 2. However, if you are drafting your own Broadcasts, consider the following questions:

- o **Who** – Know the audience you are trying to speak to (*i.e. Students, faculty, and staff on campus? Those living near campus? Only students? Everyone?*)
 - Also provide any campus-specific phone numbers or contact information (*i.e. Contact campus security at [insert phone number]*)
- o **What** – Be clear in what you are trying to communicate (*i.e. forecasted weather, road closures, weather-related property damage or operational changes*)
- o **When** – Provide time information, if possible (*i.e. classes will be delayed until 12:00 PM EST; road closures due to a storm from 1:00 PM EST until 3:00 PM EST*)
- o **Where** – Include any relevant location information, especially if you have multiple campuses, satellite locations, or commuting students and faculty. (*i.e. the Northwest Campus will close at 6:00 PM CT in anticipation of inclement weather*)
 - Consider using geo-fencing to help with communicating location-specific messages to those in affected areas. Note: users must have their location services enabled to receive a geofenced broadcast.

Prompt, accurate, and information-driven alerts are powerful tools in moments of uncertainty. Make your institution 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 campus community during hurricanes and tropical storms.

Campus Closures or Delays:

"[Institution Building] is closed today due to inclement weather. [Institution Building] [classes] will instead be held in [Institution Building or via video call]. Please report any safety hazards or concerns on LiveSafe. Be safe!"

"[Institution Name] will operate on a delayed opening due to Hurricane [name] – campus will open at 11:00 AM EST. Report any safety incidents on LiveSafe. Be safe!"

"[Institution Name] Community, campus will be CLOSED today due to [Storm]. Your professors will reach out with information about completing classes remotely. Contact your advisor with questions. Report any accidents, injuries, or general safety concerns on the LiveSafe app. Be safe."

"The road near [Institution Building] will be closed from 2:00 PM EST to 4:00 PM EST due to storm flooding. Stay tuned for ongoing weather updates and report any safety incidents on LiveSafe."

Weather Information:

"[Institution Building] is expected to have severe weather from 7:00 AM EST to 7:00 PM EST. Students, Faculty, and Staff who are planning to come to campus are advised to practice caution while commuting and to stay alert to public transportation schedule changes. Be safe!"

"Hurricane [Name] is expected to hit campus at 8:00 AM EST. Whether you have on-campus classes or are learning from home, use the LiveSafe Mobile App to report any safety updates or concerns, including weather-related hazards or injury. Stay tuned for weather updates. Be safe!"

"Need to brave the storm today? Don't forget to avoid closures on [Institution Building or Campus Area]. Report any safety incidents or request help if needed using LiveSafe."

Other General Messages:

“[Institution Name] is committed to staying safe during [Incident]. The safety of our Students, Faculty, and Staff is of the utmost importance and we will notify you of any changes to the campus status immediately. Please use the LiveSafe app to report any safety or security incidents.”

“[Institution Name] Community, campus is open and operating a normal class schedule. Please be careful and alert while walking or driving on campus and be advised of [Incident Effects] due to [Incident]. Use LiveSafe to report any accidents, injuries, or general safety concerns. Any further operational changes will be shared here.”

“[Institution Name] Community, please note that Campus Security response may be impacted due to [Incident]-related delays. However, we will respond as soon as we are able. The safety of our Students, Faculty, and Staff is of the utmost importance. Stay safe!”

“[Institution Name] campus may be closed due to [Incident], 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 on campus? 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, anonymous if you choose, via LiveSafe app or call Security at [insert phone number].”