

Mass Notification Templates



Severe Weather

Name: Snow Day Closure

Subject: Snow Day Cancellation

Body Message

Hello Team,

Due to inclement weather, the office will be **CLOSED** today (_/_/_) .

Your safety is our top priority, and we want to ensure that everyone remains safe.

All in-person meetings are canceled and will be rescheduled when the office reopens.

Further updates will be provided via email.

Thank you.

Severe Weather

Name: Snow Day Delay

Subject: Snow: Delayed Opening

Body Message

Hello Team,

Due to inclement weather and hazardous road conditions, we will operate on a delayed start schedule today, (_/_/_).

The office will open at (Delayed Start Time). Employees should plan to arrive at this time.

Essential personnel who have been previously designated should report at their regular scheduled time, if safe to do so.

Further updates will be provided via email.

Thank you.

Severe Weather

Name: Tornado Warning

Subject: Tornado Warning: Seek Shelter Immediately

Body Message

Hello Team,

We have received notification of a tornado warning in our area. Your safety is our top concern, please take the following steps immediately:

Seek Shelter
Stay Informed
Account for Colleagues
Remain Calm

Office operations are suspended until further notice.

In case of an emergency, contact: (Emergency Contact)

Further updates will be provided via email.

Thank you.

Severe Weather

Name: Hurricane Warning

Subject: Hurricane Warning: Take Immediate Precautions

Body Message

Hello Team,

We have received notification of a hurricane warning in our area. Your safety is our top concern, please take the following steps immediately:

Secure Property

Stay Informed

Follow Evacuation Orders

Account for Colleagues

Remain Calm

Office operations are suspended until further notice.

In case of an emergency, contact: (Emergency Contact)

Further updates will be provided via email.

Thank you.

Severe Weather

Name: Flood Warning

Subject: Flood Warning: Take Immediate Precautions

Body Message

Hello Team,

We have received notification of a flood warning in our area. Your safety is our top concern, please take the following steps immediately:

Seek Higher Ground

Stay Informed

Avoid Flooded Areas

Account for Colleagues

Remain Calm

Office operations are suspended until further notice.

In case of an emergency, contact: (Emergency Contact)

Further updates will be provided via email.

Thank you.

Security Alert

Name: Intruder Detected

Subject: Security Alert: Lockdown Procedure Activated

Body Message

Hello (Organization) Community,

Urgent: A security threat has been detected on the premises, prompting the immediate activation of our lockdown procedures. Your safety is our top concern, and we need your full cooperation to ensure everyone's well-being.

We are under lockdown. **ALL** students, faculty, and staff **MUST** proceed to the nearest secure location **IMMEDIATELY** and follow all lockdown procedures.

Law enforcement authorities have been notified and are en route. **COOPERATE FULLY** with any instructions they provide.

DO NOT approach or confront the intruder.

DO NOT exit your secure location until the all-clear signal is given.

Further updates will be provided via the intercom system or text message.

Thank you for your cooperation.

Fire Emergency

Name: Fire Emergency

Subject: Urgent Fire Emergency: Evacuation Required

Body Message

Hello (Organization) Community,

An emergency situation has arisen, and we need to evacuate the premises immediately due to a fire. Please follow these instructions:

Evacuation

Assist Others

Assembly Point

Do Not Re-enter the Building

Emergency services have been notified and are on their way. Follow their instructions once they arrive.

Please ensure that all personnel under your responsibility are accounted for at the assembly point.

In case of an emergency, contact: (Emergency Contact)

Further updates will be provided via email.

Thank you for your cooperation.

Pipe Burst

Name: Pipe Burst

Subject: Urgent Infrastructure Issue: Temporary Road Closures

Body Message

Hello Residents,

We are reaching out to inform you of an urgent situation that requires our immediate attention. A pipe burst has occurred beneath (Street Name and Description of Where). Some key things you need to know are:

Emergency Procedures:

Road Closure: (Street Name) is temporarily closed to traffic due to the pipe burst. Please adhere to posted signage and avoid the area until further notice.

Stay Informed: Regular updates regarding the situation will be provided.

Our team is actively addressing the situation to restore normal traffic flows as quickly as possible.

Please plan your commute accordingly, and utilize alternative routes to minimize inconvenience.

In case of an emergency please contact: (Emergency Contact)

Further updates will be provided via office communication channels.

Thank you for your understanding and cooperation during this time.

Road Closures

Name: Road Closure

Subject: Urgent Infrastructure: Temporary Road Closures

Body Message

Hello Residents,

We are reaching out to inform you of an important update regarding local road conditions. Due to unforeseen circumstances, a road closure is now in effect on (Street Name and Description). Some key things you need to know are:

Closure Details:

Detour Route: A designated detour route is in place to guide drivers around the closed section. Please follow the signage and use alternative routes to reach your destination.

Stay Informed: Regular updates regarding the situation will be provided.

Our team is actively addressing the situation to restore normal traffic flows as quickly as possible.

In case of an emergency please contact: (Emergency Contact)

Further updates will be provided via office communication channels.

Thank you for your understanding and cooperation during this time.

Network Outage

Name: Network Outage

Subject: Urgent Network Outage: Expect Service Interruptions

Body Message

Hello Residents,

We are regret to inform you that a network outage is currently affecting our systems. Here's what you need to know:

Affected Services: Internet and network services are currently unavailable due to a network outage.

Impact: This outage may affect your ability to access online resources, including email, websites, and other network-dependent services.

Technician Response: Our IT team is actively investigating the issue and working to restore operations as quickly as possible.

We are sorry for any inconvenience caused by this unexpected interruption in service.

Regular updates regarding the status of the outage and service restoration will be provided through official channels.

For urgent inquiries or concerns related to the outage, please contact: (Emergency Contact)

Thank you for your patience and understanding as we work to resolve this issue promptly.