



**New Jersey City University
Department Public Safety
Fire Safety Management
Event Announcement**

Event Host or Announcer:

The attached Fire Safety Announcement **Must** be read at **All** events with **50** guests or more.

Please read or play electronically the following announcement **verbatim** prior to the start of the event. At the end of the announcement please sign below to acknowledge that the announcement was made.

May I Have Your Attention Please:

In accordance with the New Jersey City University Fire Safety Policies and the New Jersey Fire Prevention Code, we would like to remind you that smoking is prohibited in any University buildings.

Please take a moment to note the locations of all the emergency exits, and in accordance with state and local fire codes, please keep all aisles and exits clear at all times.

Thank you for your cooperation.

Room _____ Date _____ Event _____

Signature: Event Host/Announcer

Date:

Please return signed form to the Department of Public Safety in Rossey 114 upon completion of the event or submit to the Security Personnel assigned to your event.