

### Writing emergency announcements

### Writing Skill

A good emergency announcement should include four main parts:

1. **Heading** – Note the emergency type, who is sending the announcement, and when.
2. **What/Where/When notes** – Keep these short and simple.
3. **Summary** – Briefly note the cause and main dangers.
4. **Instructions** – Note what people should do as point form notes.

b. Number the sentences (1–4) to match them with the parts of an emergency announcement. Use the Reading and Writing Skill box to help you.

A. We expect damage to buildings and houses along West Beach.

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B. What: Tsunami, Where: Baytown City, When: 07:37 May 3 to 09:30 May 3

C. The wave could be as high as four meters when it hits West Beach.

D. Tsunami warning from the Pacific Ocean Service, Sent: 06:31 May 3

E. Move to higher ground far from the sea **immediately**.

F. A large undersea earthquake started a tsunami.