

**Insert agency name**

Insert logo

Insert agency address

FOR IMMEDIATE RELEASE

(Insert date)

For information, contact:  
(Insert contact information)

## Headline

(Insert information about the event)

Local authorities are urging residents who are in the (insert location) to evacuate immediately. Public shelters are available at the following locations (insert shelter locations).

People in this area should act quickly. Pack only the bare essentials, such as medications, and leave your home quickly. Follow the traffic route authorities recommend. Don't take short cuts on the way to the shelter.

Do not call 911 unless it is an emergency. If you have questions, call (insert number).

If you can, take the following items with you:

- **Medical supplies:** prescription medications and dentures;
- **Disaster supplies:** flashlight, batteries, radio, first aid kit, bottled water;
- **Clothing and bedding:** a change of clothes and a sleeping bag or bedroll and pillow for each household member; and
- **Keys:** Car keys and keys to the place you may be going (friend's or relative's home).

Please listen to the TV or radio stations for more information.