

EMERGENCY & SAFETY MANUAL



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Society of the Four Arts

EMERGENCY PROCEDURES – QUICK REFERENCE SHEET

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Emergency Procedures - Quick Reference Sheet

*****This quick reference is intended to be used for the first few steps in an emergency, please see the appropriate section(s) for complete details when addressing emergencies.*****

Important cell phone numbers of staff to contact in case of an emergency

Ron Minnicks:	561-317-9377
Philip Rylands:	561-446-1411
Gloria Rex:	561-379-8391
Sofia Maduro:	561-335-9252
Cynthia Martsolf:	561-657-7180

PART I: Familiarizing Yourself with Each Building

- Know all the emergency exits in the building you are in
- Be familiar with the locations of all fire extinguishers and/or pull stations in your building

PART II: Reporting Emergencies

Pick up handset and dial 9-1-1

Inform dispatcher of:

- Your name and telephone number
- The nature of problem
- Your location (building, address, specific location, etc.)
- The severity of the problem

Do not disconnect the call until instructed to do so by the 9-1-1 operator

If possible, send a person to the entrance of the building to direct the emergency response team members to the scene

Any office employee or staff member aware of any fire or emergency will immediately call 9-1-1 then notify the Director of Facilities Management and/or Senior Assistant of Facilities Management

PART III: Medical Emergencies

Medical emergencies include a sudden illness, an accident, or injury. In the event of a medical emergency, call 9-1-1

At no time should an employee be directed to perform emergency duties which may endanger his/her life

Depending on the severity of the injury or illness follow the procedures outlined below:

1. CALL 9-1-1 (If you cannot place the call have someone else do it)
2. Keep the victim still and comfortable. DO NOT MOVE VICTIM unless it is needed to avoid further injury
3. Ask victim, "Are you okay?" or "What is wrong?"
4. DO NOT transport a victim in an extreme emergency to the hospital or any other facility. CALL 9-1-1
5. Contact Building and Grounds department as soon as possible
6. Complete Medical Emergency (internal) form. (See tab: Medical Incident Form)

EMERGENCY PROCEDURES - Quick Reference sheet

IN CASE OF	DO THIS
FIRE	<p>Activate the fire alarm. Call 9-1-1</p> <p>Use a fire extinguisher only if safe to do so & you have been trained</p> <p>Evacuate to the The Mall Lawn assisting those in need</p> <p>Stay low if confronted w/smoke. Check closed doors for heat before opening</p> <p>Stay away from buildings until notified to return</p> <p>Notify the Director and/or Sr. Associate of Facilities</p>
MEDICAL EMERGENCY	<p>CALL 9-1-1 immediately. Wait for ambulance</p> <p>All identified medical emergencies should be evaluated by EMS</p> <p>Keep the victim still and comfortable. DO NOT MOVE VICTIM unless it is needed to avoid a worse condition</p> <p>Ask victim, "Are you okay?" or "What is wrong?"</p> <p>Personal transport should not occur</p> <p>Notify Director and/or Sr. Associate of Facilities</p>
WORKPLACE VIOLENCE	<p>CALL 9-1-1 immediately</p> <p>Run if you can</p> <p>Hide if you can</p> <p>Fighting with the aggressor should be the last resort</p>
ELECTRICAL OUTAGE	<p>Employees remain in their designated work area until directed to do differently by a supervisor</p> <p>Use flashlights if needed</p> <p>DO NOT use candles or other types of flame or heat-producing devices for illumination</p> <p>All machines and equipment shall be shut-off</p> <p>Notify Director and/or Sr. Associate of Facilities</p>
ELECTRICAL STORMS	<p>All employees working outdoors will move inside a building</p> <p>Stay away from any openings such as windows, doors, etc.</p> <p>Stop operations as needed</p> <p>Electrical equipment may be shut-off depending on the storm intensity following Supervisor's instructions</p> <p>Notify Director and/or Sr. Associate of Facilities</p>



AED – (Automatic Electronic Defibrillators)

The Society provides AED machines throughout the (4) buildings. Please familiarize yourself with the location of this equipment and contact your supervisor as to which employees are trained for the use of this equipment. If any current or new employee is interested in being trained to use this equipment, please contact the Director of Buildings and Grounds to be placed on the “to train” list. Training for the use of the AED equipment is voluntary and not required by The Society for employment.

AED – Locations

Dixon Education Building – Reception Desk

King Library – Circulation Desk

O’Keeffe Building – main Customer Service Desk

Rovensky Building – 1st Floor Reception Desk and 2nd Floor Children’s Library Circulation Desk



Fire Extinguisher Locations

<p>Dixon Education Building 1st Floor Hallway between Dobbs Classroom & Offices Electrical Room across from Offices A/C Mechanical Room across from Offices Hallway outside Johnson Hall Kitchen Entrance Door (South) Back Stage (2) Front of Stage East and West North Entry (Seaview Ave.) (2 - East and West)</p> <p>2nd Floor Auditorium A/C Room East Hallway (near Artist-in-Residence Apartment) West Hallway near Stairway</p> <p>Artist in Residence Apartment Kitchen next to Washer/Dryer</p>	<p>Pannill Pavilion Kitchen near Fire Panel Hallway outside Women's/Men's Restrooms</p>
<p>King Library 1st Floor North Stairway</p> <p>2nd Floor Staff Breakroom</p> <p>Dixon/ King Generator Enclosure Inside the Enclosure</p>	<p>Rovensky Administration Building Basement Equipment Rooms Elevator Mechanical Room Left of Entrance Phone Equipment Room Left of Entrance Storage Room Right of Entrance Ground Floor near Main Elevator</p> <p>1st Floor Kitchen Right of Main Sink near First Aid Kit Executive Ofc Kitchenette Hanging on Right Side</p> <p>2nd Floor Children's Library Staff Break Room near Sink Near SW Emergency Exit Stairway</p> <p>3rd Floor Archives and Storage – None Staff Offices SW Hallway Landing near Elevator near Garden Club Office</p>
<p>O'Keeffe Gallery/Auditorium Building Galleries/Kitchen/Workroom Receiving Door (North) Workroom Door to East Gallery Kitchen Hanging next to Wall Phone & Light Switch Tech Offices 2nd Floor Landing next to Refrigerator Director B&G Apartment Kitchen Main Entrance Vestibule South Hallways near Restrooms Auditorium North and South Exit Doors (2) Backstage North and South (2) Art Curatorial Offices near Projection Booth Stairway Projection Booth past 1st A/C Room on Right</p>	<p>FIRE EXTINGUISHER - USE</p> <p>Remember PASS PULL the pin AIM the nozzle towards the bottom of the flames SQUEEZE the handle SWEEP the fire towards the bottom of the flames</p>

Fire Alarm Pull Station Locations

Dixon Education Building

1st Floor

Main Entrance Doors
Main Hallways SW Stairway
NE Lounge- East Door
North Door to Donnell Terrace (East)
North Door to Donnell Terrace (West ADA Ramp)
South Service Door Near Offices
Backstage East
Backstage West
North Entrance (Seaview Ave - 2 Stations)

2nd Floor

West Stairway near Greenroom

King Library Building

1st Floor

Main Entrance – North side
North Stairway – Staff Entrance
South Stairway exit Door

2nd Floor

Elevator Wall

O’Keeffe Gallery/Auditorium Building

1st Floor

Main Entrance Doors (west side)
South Hallway near Restrooms
Staff Entrance
Hall outside Kitchen near Panel Room

2nd Floor

Projection Booth

Pannill Pavilion

North Kitchen Doors
West Door near Fountain Pumps

Rovensky Building

Children’s Library Reception Desk*

**PLEASE NOTE: Due to a state-of-the-art fire suppression system in the Rovensky building pull stations are not needed. However, one is located at the Children’s Library reception desk.*

If you have any questions call the Director of Buildings and Grounds.

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Society of the Four Arts

EMPLOYEES SAFETY POLICY

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Policy Statement

It is the policy of The Society of the Four Arts, to provide a safe and healthful environment, free from recognized hazards which may cause serious injury to staff, patrons and visitors.

This will be accomplished by maintaining a comprehensive safety, health, and environmental program which involves all Society employees. The Society of the Four Arts will conduct all its activities in compliance with applicable standards, codes, regulations, and laws. Every person at the institution understands that safety and health is not an additional job responsibility, but that it is an integral part of every task. If any function is not being performed safely, then it must be stopped, and then altered so that it can be performed safely.

In carrying out its responsibility for and commitment to provide a safe and healthy environment, the Society has developed policies and procedures to accomplish the goal of a safe and healthful environment.

Each employee of The Society of the Four Arts will abide by established safety and health policies and procedures. It is the intent of the Society to accomplish this goal through training and education. Failure by staff or sub-contractor person to follow established policies and procedures will require the initiation of disciplinary procedures.

The Society of the Four Arts believes that the safety of our employees, vendors, visitors and patrons is of the outmost importance and will do all that is reasonable to protect them.

Responsibilities

Safety Oversight Committee

The Society of the Four Arts will designate a Safety Oversight Committee, whose mission will be to monitor the overall efforts toward our facilities safety.

The committee, or person(s) appointed by them, shall provide oversight, and at least annually review policies, practices, and facilities conditions relating to the safety and health of our staff, patrons and visitors.

The Safety Oversight Committee will consist of the following members:

- a) President and CEO
- b) Senior Executive Assistant
- c) Chief Financial Officer
- d) Chief Programs Officer
- e) Director of Facilities Management
- f) Senior Assistant of Facilities Management

Department Heads

Department Directors shall enforce safety and health policies and procedures at the departmental level, advise the Committee on safety related issues within their Department and request safety equipment, supplies, etc. as required.

They will also make disciplinary decisions within the framework of existing policy, as needed, and address employee concerns regarding unsafe work conditions, equipment, hazards, practices, etc.

Staff

Each member of our staff shall adhere to all safety requirements, policies, procedures, practices and perform his/her duties in a safe manner. Employees are responsible for reporting unsafe acts, unsafe conditions, potential hazards, accidents, and risks of any kind to the immediate supervisor as soon as he/she is aware that they exist.

Patrons and Visitors

The Society recognizes its responsibility to provide a safe and healthy environment for its patrons and for visitors to the facilities. Patrons and visitors are responsible, however, for adhering to posted safety requirements and for complying with any procedures of which they might be informed by Society staff members. Patrons and visitors are encouraged to report incidents, unsafe conditions, or risks of any kind to appropriate Society staff members.

Flammable/Combustible Materials Policy

I. Purpose

The purpose of this procedure is to provide guidelines to reduce potential exposure from hazards associated with the use and storage of flammable and combustible liquids or materials in any of The Society's facilities.

II. Scope

This procedure applies to all Society facilities and work locations where flammable and combustible liquids or materials are used and/or stored and to all Society and/or sub-contractors employees involved with the usage and/storage of flammable liquids and combustible materials.

III. Responsibilities

Each staff member, employee, and sub-contractor employee shall follow the procedures outlined in this policy.

IV. Definitions

The following definitions apply:

Closed Container: A container sealed by means of a lid or other device that neither liquid nor vapor will escape from at ordinary temperatures

Flammable Liquid: Any liquid having a flashpoint below 199.4° F (see bullet V)

Safety Can: An approved container of not more than five (5) gallons capacity having a spring-closing lid and spout cover and so designed that it will safely relieve internal pressure when subjected to fire exposure

Combustible Material: Any material that could burn when exposed to a flame. These materials include cardboard, paper, rags, fabrics, etc.

V. Storage of Flammable Liquids and Combustible Materials

Flammable liquids (including flammable aerosols) used at the Society facilities must be stored in accordance with the following requirements:

- Flammable liquids shall only be stored in containers approved under the guidelines of National Fire Protection Association, NFPA 30
- Flammable liquids or combustible materials shall not be stored and/or placed such as to limit use of exits, stairways or areas normally used for the safe egress of people, or in areas frequently used by visitors or patrons
- Storage of flammable liquids outside of flammable storage cabinets in The Society's facilities and public areas is prohibited except for the minimum number of products necessary for the work being done
- Leaking containers shall be removed and taken to a safe location outside the buildings and the contents transferred to an undamaged container
- "No Smoking" signs shall be posted near all flammable liquids' storage areas

- Fire extinguishers shall be readily available at the locations where flammable liquids and combustible materials are stored or used
- Any flammable liquid used by Society employees or subcontractors at The Society must be stored in approved safety cans. The use of “plastic cans” to store flammable liquids is prohibited
- The storage of LPG cylinders inside The Society’s buildings is prohibited
- Flammable liquids shall not be stored on top or outside of storage cabinets

VI. Usage of Flammable Liquids

The following guidelines shall be followed when using flammable liquids:

- Areas in which flammable liquids are transferred from one tank or container to another container shall be separated from other operations in the building by adequate distance or by construction having adequate fire resistance
- Adequate natural or mechanical ventilation shall also be provided to prevent the accumulation of vapors in the area
- Flammable liquids shall be kept in covered containers when not actually in use
- Flammable liquids shall be used only where there are no open flames or other sources of ignition within the possible path of vapor travel

VII. Housekeeping

The following requirements shall be followed to prevent the accumulation of flammable liquids and combustible materials in the workplace.

- Maintenance and operating practices shall be followed to control leakage and prevent the accidental escape of flammable liquids
- Spills shall be cleaned up promptly
- Combustible waste material and residues in a building shall be kept to a minimum and disposed of daily
- Flammable liquid-soaked rags shall be disposed of properly and removed from the building when they are left unattended

Office Safety Policy

I. Purpose

The purpose of this procedure is to provide guidance relative to the potential hazards associated with working in office environments, to provide a safe, healthy and healthy workplace.

II. Scope

This procedure applies to all Society office facilities and staff members.

III. Responsibilities

It is the responsibility of each office staff member to follow the procedures outlined in this policy and to report to their Department Director any hazardous conditions present in their work areas.

IV. Procedures

The Society offices may harbor potential safety and health hazards which need to be taken into consideration to provide a safe work environment. Office equipment that requires safety consideration includes furniture such as file cabinets, shelves, desks, chairs, and step stools.

Office equipment such as copiers, shredders and the like may present hazards if defective, jammed or if operators have not been trained in their proper usage.

IV (a) – General Safety Procedures

- Avoid carrying objects that might obstruct view
- Walk with special care over wet floors or with wet shoes
- Wipe shoe soles on rainy days upon entering the workplace
- Implement use of “hazard warning signs” to avoid potential slips and falls
- Securely fasten floor coverings to prevent possible falls
- Utilize handrails when going up and down stairways to lower the risk of possible falls
- Walk with caution over wet surfaces outside the buildings
- Report dangerous conditions to management personnel to ensure that a proper treatment of walking surfaces is performed
- Secure throw rugs and mats

IV (b) – Housekeeping and Storage Procedures

Poor housekeeping may lead to fires, injuries to personnel, or unhealthy working conditions. The following good housekeeping practices shall be employed at all Society offices:

- All aisles and passageways shall be free and clear of obstructions. The width of the aisles and exits routes must be not less than 36 inches wide
- Chairs, files, bookcases and desks shall be replaced or repaired when they pose a hazard to personnel safety
- Materials stored within supply rooms shall be neatly stacked and easily accessed by adequate aisles
- Materials shall not be stored so that they project into aisles and passageways
- Place wastebaskets and objects where they do not present a tripping hazard

IV (c) – File Cabinets and Shelves



Because file cabinets and shelves tend to support heavy loads, treat them with special care.

Follow these safety guidelines for file cabinets:

- Secure file cabinets that are not weighted at the bottom
- Ensure that file cabinet drawers cannot easily be pulled clear of the cabinet
- Do not block room ventilation grates with file cabinets
- Open only one drawer at a time to keep the cabinet from toppling
- Close drawers when they are not in use
- Do not place heavy objects on top of cabinets. Be aware that anything on top of a cabinet may fall off if a drawer is opened suddenly
- Close drawers slowly using the handle to avoid pinched fingers
- Keep the bottom drawer full. This will help stabilize the entire cabinet

In addition, follow these safety guidelines for office shelves:

- Ensure shelves are secured
- Place heavy objects on the bottom shelves. This will keep the entire structure more stable
- Maintain 24 inches between top shelf items and the plane of the fire suppression sprinkler heads. In non-sprinkler areas, 24 inches must be maintained from top shelf items and the ceiling
- Do not block room ventilation grates with shelves
- Never climb on shelves (even lower shelves). Use an approved ladder or step stool

IV (d) – Desks

Follow these safety guidelines for office desks:

- Keep desks in good condition (i.e., free from sharp edges, nails, etc.)
- Ensure that desks do not block exits or passageways
- Ensure that glass-top desks do not have sharp edges
- Ensure that desks with spring-loaded tables function properly. The table should not spring forth with enough force to cause an injury
- Do not climb on desks. Use an approved ladder or step stool
- Keep desk drawers closed when not in use
- Repair or report any desk damage that could be hazardous

IV (d) – Chairs

Safety guidelines for office chairs include the following:

- Do not lean back in office chairs, particularly swivel chairs with rollers
- Never climb on a chair. Use an approved ladder or step stool
- Office desk chairs should have adjustable back supports and seat height. Make sure that your chair's back support position and seat height are comfortable
- Take care when sitting in a chair with rollers. Make sure it does not roll out from under you when you sit down
- Repair or report any chair damage that could be hazardous
- Do not roll chairs over electrical cords

IV (e) – Ladders and Step Stools

Always use an approved ladder or step stool to reach any item above your extended arm height. Never use a makeshift device, such as a desktop, file cabinet, bookshelf, chair or box, as a substitute for a ladder or step stool.

Follow these guidelines when using ladders/step stools:

- Do not load ladders or step stools above their intended capacity
- Place ladders or step stools on slip-free surfaces even if they have slip-resistant feet
- Avoid placing ladders or step stools in walkways, and never place them in front of a door, unless the door is locked and barricaded

IV (f) – Office Equipment Safety

- Only use machines that you know how to operate. Never attempt to operate an unfamiliar machine without reading the machine instructions or receiving directions from a qualified employee
- Secure machines that tend to move during operation
- Do not place machines or equipment near the edge of a table or desk
- Ensure that machines with moving parts are guarded to prevent accidents. Do not remove these guards
- Unplug defective machines and have them repaired immediately
- Do not use any machine that smokes, sparks, shocks, or appears defective in any way
- Close hand-operated paper cutters after each use and activate the guard
- Take care when working with copy machines. If you must open the machine for maintenance, repair, or troubleshooting, remember that some parts may be hot. Always follow the manufacturer's instructions for troubleshooting
- Unplug paper shredders before conducting maintenance, repair, or troubleshooting
- When clearing jams in office machines, do not insert fingers or metal objects into working parts. Do not open the machine while the power is on

IV (g) – Electrical Safety

- Flexible cords and cables must be UL listed and suitable for the location and intended use
- The use of power strips is allowed if they are UL approved, fused and the cord is no longer than 6 feet
- Power strips shall not be plugged into one another to increase the overall reach or number of available outlets
- Employees shall inspect and remove from service any extension cord, equipment cord or any equipment found to be damaged or otherwise unsafe and notify their supervisor
- Flexible cords may not be affixed to structures, extend through walls, ceilings, or floors, or under doors or floor coverings or used as a substitute for fixed wiring
- Flexible cords and cables must be protected from accidental damage. Sharp corners and projections are to be avoided
- When unplugging equipment, do not pull on the cord itself. Instead pull by the plug
- Avoid running extension cords across walkways where people are at risk of tripping. If you must run cords across a walkway, use duct tape to temporarily secure them or purchase a cord runner
- Extension cords are not to be used as permanent outlets, but if you need to use them, be sure not to put heavy equipment, furniture, or chair mats over the cords
- Multiplug adapters shall not be used as a substitute for permanent wirings or receptacles



OTC Medicine Non-Dispensing Policy

I. Purpose

The purpose of this policy is to ascertain that staff members, visitors or patrons who may have an unknown acute sensitivity, allergic reaction and/or a counter effect to their regular medications from certain over-the-counter medicines do not receive any product from the Society that might adversely affect their health.

II. Scope

This procedure applies to all Society staff members.

III. Responsibilities

It is the responsibility of each office staff member, employees, and volunteers to follow the procedures outlined in this policy.

IV. Policy

This Society policy prohibits our employees from providing over-the-counter medicines at our facilities. This includes products such as aspirin, cough syrup, antacids, antihistamines, allergy medicines and the likes. The Society does provide basic first aid. This policy does not preclude employees from maintaining and controlling a personal supply of prescription or non-prescription legal drugs for their own use if such use does not impair their ability to perform their duties.

The Society also discourages Department Directors from inquiring from their employees about the need to take prescriptions drugs as this is confidential information protected by Law.

Accident/Incident Reporting and Investigation Policy

I. Purpose

It is the policy of The Society of the Four Arts that all accidents or incidents that result in personal injury and/or damage to the Society property shall be properly reported and investigated. Although accident/incident investigation is a reactive process, a comprehensive accident reporting and investigation process is a proactive measure that can effectively prevent or minimize future accidents/incidents. This operating procedure establishes a systematic process to ensure that accidents/incidents are properly reported and documented in a timely manner and that the appropriate corrective actions are taken.

II. Scope

This operating procedure applies to the reporting and investigation of all accidents/incidents that result in:

- A work-related injury to any Society employee
- Personal injury to non-Society personnel while performing duties on our premises or using Society owned property
- Personal injury to any of our patrons and/or visitors
- A non-injury event that had the potential to cause harm or damage
- Any incident resulting in property loss, such as vehicles, Society property damage, etc.

III. Responsibilities

All staff employees will ensure that all accidents/incidents are properly reported and investigated in accordance with this operating procedure and that all corrective actions are promptly and completely carried out.

Staff Members are responsible for reporting any injury work-related accident to their manager/supervisor as soon as possible. All accidents/incidents must be reported by no later than the end of the employee's regular work shift.

Vendors and Volunteer Personnel will report any incident/accident to the Director of Facilities Management and Senior Assistant of Facilities Management.

Contractors or Sub-contractors performing work at our facilities will report any accident/incident to the Director of Facilities Management and the Sr. Assistant of Facilities Management and provide the Society with a copy of their incident/accident report.

IV. Procedures

Incident investigations will be promptly conducted following all unplanned events that could have or did result in injury, illness or property loss. **Forms for reporting incident/accidents and property loss are located at the end of this chapter.**

Incident investigations results should be openly communicated and highly visible and should be used to develop short term containment actions and long-term solutions.

All incident reports will be kept on file permanently.

1. Initial action

- If there is an injury, render assistance. Priority should be given to the injured employee's condition
- Take any reasonable precaution(s) to remove or mitigate any threatening hazard

2. Secure the site

This of course will depend a lot on the nature of the mishap and the location. The important point here is to preserve the scene for factual information and prevent any further injury or damage. Timing is extremely important. The sooner the information is collected and recorded, the less chance of losing details.

- Keep unauthorized personnel out of the area until all facts of the mishap have been noted and recorded
- Document all observable information. When appropriate, use aids such as a camera, tape measure, and sketches

3. Identify witnesses

In most cases, it may be difficult to conduct in-depth examination of key witnesses at the mishap site.

- Get the names and pertinent information of everyone involved in the mishap
- Get the names and pertinent information of anyone who witnessed the mishap
- Get the names and pertinent information of peripheral witnesses. These are individuals that may not have been at the scene but someone who knows or heard something about the mishap

4. Conducting interviews

Conducting and documenting the information from interviews requires some prior mental and physical preparation if it is to be effective. Here are some tips.

- Conduct the interview as soon as possible. As time lapses, it is only human nature to corroborate with others the sequence of events and mentally reconstruct and fill in the blanks where facts were not actually available
- To obtain an effective statement, make sure you understand, as much as possible, everything involved in the case at the time the interview is conducted
- When site interviews are not possible, interview witnesses one at a time and in a private, comfortable location, preferably in an office, conference room, or anywhere there will be no distraction. The interview should be professional, however, in an informal atmosphere
- Interview the injured party last
- Look for facts. It only makes sense to expect people to be totally cooperative, honest, and candid with their information if they are convinced that the investigation is, in fact, intended to find the cause and prevent recurrence

- Most individuals interviewed are not expert witnesses; therefore, ask open-ended questions. These are questions that require an answer other than yes or no. For example: “Can you tell us what you saw yesterday?”
- Try not to interrupt the witness. Take notes and ask your questions when he/she is finished
- Restate the information to be sure you understood correctly

An investigation is not complete until all data are analyzed, and a final report is completed. In practice, the investigative work, data analysis, and report preparation proceed simultaneously over much of the time spent on the investigation.

V. Accident Investigation Checklist

WHO?

- Who was involved? Who is he/she?
- Who else was there?
- Who saw what happened? Who heard it? Who reported it?

WHAT?

- What happened?
- What known hazards were present?
- What was the person doing when it happened?
- What was the condition of the area?

WHERE?

- Where did it happen?
- Where the people involved were positioned relative to the occurrence?
- Where were the witnesses positioned relative to the occurrence?

WHEN?

- When did it occur?
- When was it reported?

HOW?

- How did it happen?

WHY?

- Evolves from all these questions

ACCIDENT/INCIDENT REPORT FORM

Name of Person _____

Date of Birth _____ Telephone Number _____

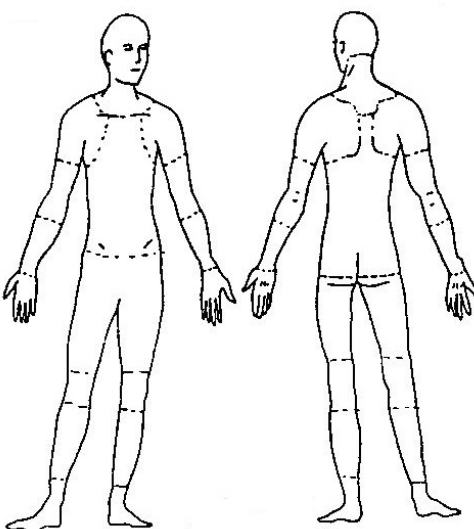
Address _____

City _____ State _____ Zip _____

Date of Event _____ Time of Event _____ Male ___ Female ___

Check one: ___ Accident ___ Near miss ___ Injury ___ Illness

Employee ___ Visitor ___ Volunteer ___ Other _____

<p>Part of body affected: (shade all that apply)</p> 	<p>What was the nature of the injury/incident?</p> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
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How the accident happened? What was injured person doing prior to the event?

Names of all witnesses:

Exact location of event:

Suspected cause of event:

Victim send to: Doctor _____ Hospital _____ First Aid _____ No treatment required _____

Doctor's/Hospital Name _____

Representative Signature

Date

CC:

- President & CEO
- Building and Grounds
- Finance and Administration



PROPERTY DAMAGE REPORTING FORM

Name or names of person(s) involved:

Address or addresses if available:

Date incident occurred _____ Time incident occurred _____

Reported by: _____

Location where incident occurred (*be specific*):

Describe the incident

Action taken

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Society of the Four Arts

EMERGENCY ACTION PLAN – AND BOMB THREAT POLICY

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Emergency Action Plan

Non-Emergency Palm Beach Police..... 561-838-5454

I. Purpose

The purpose of this Emergency Action Plan is to protect our Staff members, employees and volunteers from serious injury or loss of life and minimize property loss in the event of an emergency or disaster. This Emergency Action Plan describes the responsibilities and actions to be taken to protect the employees and property of The Society of the Four Arts until such a time that outside responders take over.

II. Scope and Application

Several different types of emergencies can occur at our facilities such as medical emergencies, natural disasters, fire, explosion, and workplace violence among others. Planning before an emergency occurs allows those involved to respond effectively and in ways that should minimize worker injuries and property damage.

It is the intent of the Society that each building will have a separate Emergency Response and Evacuation Procedures Plan to safeguard the safety of our Patrons, visitors, guests, and audiences. Employees need to be familiar with each building's emergency procedures so they may be able to assist patrons.

III. Emergency Action Plan Administration

The Director of Facilities Management and/or Senior Assistant of Facilities Management is responsible for the implementation and operation of this emergency action plan.

IV. Emergency Plan Coordinators

To ensure a safe and orderly evacuation, the Department Directors have been assigned as the Emergency Plan Coordinators and will be trained in the implementation of this Emergency Plan if required.

V. Employee Training

A review of the emergency plan must be completed when the plan is first developed, whenever the employee's responsibilities or designated actions under the plan change, whenever the plan is revised, when any changes or alterations change routes of escape and evacuation procedures, or annually.

Review of Emergency Plan for new Employees

A review of the emergency plans must be completed with each new employee by Department Heads within 30 days.

A copy of the Emergency Plan will be available at various locations with the intent that it will be available to all workers to review at their discretion. It will also be available on the Four Arts Employee website.

VI. Reporting Emergencies

Any office employee or Staff member aware of any fire or emergency will immediately notify the Director of Facilities Management and/or Senior Assistant of Facilities Management.

Based on the assessment of the situation one of the above-mentioned people or the employee will proceed to call 9-1-1 using the nearest phone. Director of Facilities Management and/or Senior Assistant of Facilities Management will ensure 9-1-1 has been called.

PROCEDURES TO CALL 9-1-1

Pick up handset and dial 9-1-1

Inform dispatcher of:

- Your name and telephone number
- The nature of problem
- Your location (building, address, specific location, etc.)
- The severity of the problem

Do not disconnect the call until instructed to do so by the 9-1-1 operator

If possible, send a person to the entrance of the building to direct the emergency response team members to the scene.

VII. Alarm System

In the event of a fire or emergency, the Emergency Plan Coordinators will notify the personnel to evacuate the building offices using the alarm system or direct communication. The following will apply:

For fires

- Activation of the fire alarm via pull stations located in the building
- Contact Director of Facilities Management and/or Senior Assistant of Facilities Management

For other evacuations

- Contact Director of Facilities Management and/or Senior Assistant of Facilities Management

VIII. Emergency Evacuation Procedures

All personnel should know at least two evacuation routes.

All personnel must exit their work areas immediately during a building evacuation. There are no other procedures to be followed other than to evacuate.



If a fire/emergency alarm sounds or instructions for evacuation are given the following will apply:

Personnel

- Walk to the exit, do not run, or push other employees out of your way
- Do not stop to pick up your belongings or personal items. Promptly exit the building by the nearest exit
- Never block or wedge the door to keep it open
- Proceed to the meeting area
- Report to your supervisor so an accurate head count can be made
- Do not return into the building
- Employees must not leave the area until instructed to do so by the supervisor
- Keep away from emergency vehicles and personnel

Emergency Plan Coordinators (Department Directors)

1. Will stand by their department areas and be ready to assist employees in evacuating the building
2. Assure that all employees leave the area
3. Direct employees to the meeting area
4. Prevent any employee from entering the building

After an evacuation, each department is responsible for accounting for each employee within their department.

Designated meeting areas

The grass mall in the parking lot is the designated meeting area. Employees could be directed by personnel to relocate to another area according to the emergency conditions or fire location. Area could be changed as necessary.

Re-entry

Once the building is evacuated, no one is to re-enter the building for any reason. When the Fire Department or other responsible agency has notified us, the building is safe for re-entry, then, and only then, will personnel return to their workstations.

IX. Medical Emergencies

Medical emergencies include a sudden illness, an accident, or injury. In the event of a medical emergency, call 9-1-1.

At no time should an employee be directed to perform or perform emergency duties which may endanger his/her life.

Depending on the severity of the injury or illness follow the procedures outlined below:

1. CALL 9-1-1 (If you cannot place the call have someone else do it)
2. If possible, call the Director of Facilities Management and/or Sr. Assistant of Facilities Management and inform him/her of the situation
3. Keep the victim still and comfortable. DO NOT MOVE VICTIM unless it is needed to avoid further injury
4. Ask victim, "Are you okay?" or "What is wrong?"
5. Ask victim (if responsive), or look, if unresponsive, for a "Medic Alert" type of tag which may be located on a chain or bracelet
6. Do not transport a victim in an extreme emergency to the hospital or any other facility for treatment. CALL 9-1-1
7. Complete Medical Emergency Form (Internal form see section tab)

X. Fire Emergency

In the event of a fire emergency, the following steps will be taken:

- Call 9-1-1 immediately. Pull the fire alarm station and proceed to evacuate the building
- Any office employee aware of any fire emergency will immediately notify the Director of Facilities Management and/or Senior Assistant of Facilities Management

XI. Violence in the Workplace

Workplace violence can be any act of physical violence, threats of physical violence, harassment, intimidation, or other threatening, disruptive behavior that occurs at the work site. Workplace violence can affect employees, visitors, contractors, and others.

As an employee you should:

- Be responsible for questioning and/or reporting strangers to the Director of Facilities Management and/or Senior Assistant of Facilities Management
- Be aware of any threats, physical or verbal, and/or any disruptive behavior of any individual and report such behaviors to the Director of Facilities Management and/or Senior Assistant of Facilities Management
- Do not confront individuals who are a threat. Call 9-1-1. Notify the Director of Facilities Management and/or Senior Assistant of Facilities Management
- Take all threats seriously
- Do not give out any personal information about fellow employees to include home address or phone number
- Do not get into a fight

When faced with a threat the employee should try to:

- a) CALL 9-1-1 immediately
- b) Run if you can
- c) Hide if you can
- d) Fighting with the aggressor should be the last resort

XII. Electrical Outage

In the event of an electrical outage the standby generators will start and will keep on running until regular power returns. There will be a very small-time lapse period between the loss of regular power and the start of emergency power supplied by the generators.

If power is not restored by either emergency generators or regular power, follow these procedures:

Procedures for Power Outage

- a) Unless there is another related problem, such as a fire, remain in your designated work area until directed to do differently by a supervisor
- b) Use flashlights – each department should have enough flashlights and be responsible for storing them in a common area
- c) DO NOT use candles or other types of flame or heat-producing devices for illumination
- d) If possible, shut off all machines and equipment to avoid a possible power surge when the power returns

Procedures for PC users

In addition to the procedures outlined above the following will apply to all employees using PCs at the Society

- Once the power goes out. Your PC should still be on, at this time please start closing all programs and shut down your PC
- **Wait for the “all clear” to boot up your PC**, this will be communicated to you as soon as all the servers are back up
- Please **DO NOT** turn your PC back on before this announcement, as this could cause data corruption

XIII. Electrical Storms

In the event of an electrical storm the following will be executed by every employee.

- All employees working outdoors in exposed areas will immediately cease operations and move inside the building
- All employees will stay away from any openings such as windows, doors, etc.
- Depending on the severity of the storm other operations may be stopped as required and directed by management
- All employees should stay indoors until the storm has passed

XIV. Tornadoes

A tornado or severe thunderstorm “watch” means that severe weather is possible, but not imminent.

Proceed with normal activity but continue to monitor the weather.

Tornado Warning

A tornado warning is issued when a tornado has been sighted in the area

1. Notify all building occupants of the warning
2. Do not stand near windows or try to move outdoors
3. When danger has passed an “all clear” notification will be given
4. If there is any damage to the building, evacuate the building

XV. Active Shooter

The most effective workplace violence prevention plan is one that is put in place long before trouble occurs. Employees need to understand what to do in an emergency and what the company's response will be.

Types of Workplace Violence

1. Criminal Intent – The perpetrator has no legitimate business relationship to the workplace and usually enters the affected workplace to commit a robbery or other criminal act
2. Customer/client – The perpetrator is either the recipient or the object of a service provided by the affected workplace or the victim. The assailant may be a current or former client, patient, customer, passenger, criminal suspect, inmate, or prisoner
3. Co-worker – The perpetrator has some employment-related involvement with the affected workplace. Usually this involves an assault by a current or former employee, supervisor, or manager
4. Personal relationship – The perpetrator is someone who does not work at the Society but has or is known to have had a personal relationship with an employee

Active Shooter

HOW TO RESPOND WHEN AN ACTIVE SHOOTER IS IN YOUR VICINITY



Quickly determine the most reasonable way to protect your own life. Remember that customers and clients are likely to follow the lead of employees and managers during an active shooter situation.

1 EVACUATE

If there is an accessible escape path, attempt to evacuate the premises. Be sure to:

- Have an escape route and plan in mind
- Evacuate regardless of whether others agree to follow
- Leave your belongings behind
- Help others escape, if possible
- Prevent individuals from entering an area where the active shooter may be
- Keep your hands visible
- Follow the instructions of any police officers
- Do not attempt to move wounded people
- Call 911 when you are safe

2 HIDE OUT

If evacuation is not possible, find a place to hide where the active shooter is less likely to find you. Your hiding place should:

- Be out of the active shooter's view
- Provide protection if shots are fired in your direction (i.e., an office with a closed and locked door)
- Not trap you or restrict your options for movement
- To prevent an active shooter from entering your hiding place:
 - Lock the door
 - Blockade the door with heavy furniture
- If the active shooter is nearby:
 - Lock the door
 - Silence your cell phone and/or pager
 - Turn off any source of noise (i.e., radios, televisions)
 - Hide behind large items (i.e., cabinets, desks)
 - Remain quiet
- If evacuation and hiding out are not possible:
 - Remain calm
 - Dial 911, if possible, to alert police to the active shooter's location
 - If you cannot speak, leave the line open and allow the dispatcher to listen

3 TAKE ACTION AGAINST THE ACTIVE SHOOTER

As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter by:

- Acting as aggressively as possible against him/her
- Throwing items and improvising weapons
- Yelling
- Committing to your actions

Source: U.S. Department of Homeland Security

Books and Documents Disaster Recovery Policy

The following will apply for the recovery of collection materials:

- Stabilize the condition of the collection so no further damage occurs
- Salvage the maximum amount of material possible, whether is in terms of number of volumes, high priority item, or high-cost items. Time is almost always a critical factor because mold and mildew will appear within 48 to 72 hours after damage occurs
- Reduce humidity level as low as possible
- Lower temperature to below 70° F
- Increase air circulation with fans and air conditioning
- Take photographs to document damage

**EMERGENCY PROCEDURES - Quick Reference sheet**

IN CASE OF	DO THIS
FIRE	Call 9-1-1 and proceed to evacuate the building Notify the Director and/or Senior Assistant of Facilities Management Evacuate all employees to the The Mall Lawn
MEDICAL EMERGENCY	CALL 9-1-1 immediately, wait for ambulance Absent qualified medical staff, all identified medical emergencies, should be evaluated by EMS Notify Director and/or Sr. Associate of Facilities Management Keep the victim still and comfortable. DO NOT MOVE VICTIM unless it is needed to avoid a worse condition Ask victim, "Are you okay?" or "What is wrong?" Personal transport should not occur
WORKPLACE VIOLENCE	CALL 9-1-1 immediately Run if you can Hide if you can Fighting with the aggressor should be the last resort
ELECTRICAL OUTAGE	Employees remain in their designated work area until directed to do differently by a supervisor Use flashlights DO NOT use candles or other types of flame or heat-producing devices for illumination All machines and equipment shall be shut-off Notify Director and/or Sr. Assoc. of Facilities Assistant of Facilities Management immediately
ELECTRICAL STORMS	All employees working outdoors in exposed areas will move inside the building All employees must stay away from any openings such as windows, doors, etc. Stop operations as needed Electrical equipment may be shut-off depending on the storm intensity following Supervisor's instructions Notify Director and/or Sr. Associate of Facilities Management



Bomb Threat Response Plan

I. Purpose

This Response Plan serves as a guide for all Society authorized personnel in the event of a Bomb Threat. Specifically, this plan outlines management actions and procedures to be followed in the event of such a thread.

II. Objective

To outline the process for addressing bomb threats, to ensure employees and staff safety in the event of such a threat.

III. Definitions

A bomb threat is correspondence or a call that leads the receiver of that information to believe that there is an explosive device in the facility. **No Bomb Threat Can Be Discredited without an Investigation.**

There are two distinct types of threats that are usually received. They are either specific or non-specific threats:

- **Specific** - These are the least common, but the most credible. The caller will provide details on location, appearance, time set for activation and the motive behind planting the device
- **Non-specific** - Information is basically a simple statement that a bomb has been placed. No other information is available

IV. Responsibility

The Director of Facilities Management and/or Senior Assistant of Facilities Management will be responsible for the implementation of this plan and for any future reviews/revisions to it.

V. Bomb Threat and Fire Evacuations

The Society Emergency Action Plan for fire evacuations will not be used for bomb threat evacuations. Fire alarms have people leaving from all directions and may contact the fire department automatically. This increases the odds of having personnel channeled and brings emergency crews directly into harm's way.

Evacuation

It is The Society Policy that in the event of a bomb threat the facilities will be evacuated.

Evacuation procedures will be as follows:

IT IS CRITICAL THAT YOU REMAIN CALM THROUGHOUT THIS INCIDENT.

- Do not use two-way radios or cellular phones to communicate as radio signals may trigger the device
- Do not shut down, lights, or any electrically operated apparatus as this action could also trigger the device
- Use the same exits as you would for emergencies with authorized personnel standing by to direct the evacuating personnel
- Before an evacuation is carried out, a thorough search of the evacuation routes and safe areas must be conducted to ensure that no suspect objects have been placed there. **DO NOT TOUCH, MOVE OR JAR ANY OBJECTS OF CONCERN**
- Continuous security during evacuation should be a priority
- Once outside, check the surrounding areas for unknown packages, move personnel to the front parking lot meeting area and keep them as far as possible from the building and where their presence will not interfere with responding emergency personnel
- Each supervisor shall be responsible to ascertain that their employees are accounted for

VII. Bomb Threat Calls

Upon receiving a bomb-threat call:

- Keep calm
- Show interest and try to keep the caller talking so that you can gather as much information as possible
- Repeat questions if necessary
- Don't hang up; stretch out the conversation
- Do not irritate or insult the caller
- Signal a co-worker to pick up an extension, if possible
- Ask the caller to repeat the message and write down any additional information
- Note any background noise as well as the caller's gender, voice pitch and accent
- Notify the Director of Facilities Management and/or Senior Assistant of Facilities Management immediately
- CALL 9-1-1 or try to alert a person to call 9-1-1
- Do not discuss the call with others and do not spread panic

Tracing the call:

- Note the phone number of the caller if your phone has a display, or
- Don't allow the phone line to be used again so that law enforcement has an opportunity to trace the call

VIII. Handling Suspicious Mail

Be aware that letters and packages may also pose threats, not only from bombs, but also from biological agents such as ricin. If you receive a letter or a package whose external appearance is somehow suspect—for example, it has a powdery residue or oily stains or discolorations on it, follow these steps:

Receiving Suspect Packages

- Remain calm
- Do not open the package or letter
- Do not shake or empty the contents of a suspicious package or envelope
- Do not carry the package or envelope, show it to others or allow others to examine it
- Put the package or envelope on a stable surface; do not sniff, touch, taste, or look closely at it or any contents that may have spilled
- If possible, isolate the mailing and cover it with an item such as trash can to reduce possible contamination
- Do not touch your eyes, nose or other body parts
- Isolate the package and secure the room by shutting all doors and windows, if possible
- Thoroughly wash hands with soap and water
- Report to supervisor and call 9-1-1
- Advise fellow co-workers to avoid the area
- Ensure that all persons who have touched the letter wash their hands with soap and water
- Make a list of all persons who touched the letter or package and who were in the area when the letter was opened
- Wait for further instructions

Features of Suspect Mail

- Excessive postage, no postage, or non-canceled postage
- No return address or fictitious return address
- Improper spelling of names, titles or locations
- Unexpected envelopes from foreign countries
- Suspicious or threatening messages written on packages
- Postmark with different location than return address
- Distorted handwriting or cut-and-paste lettering
- Unprofessionally wrapped packages or excessive use of tape, strings, or other wrapping
- Packages marked "Fragile: Handle with Care," "Rush: Do Not Delay," "Personal" or "Confidential"
- Rigid, uneven, irregular, or lopsided packages
- Packages discolored, oily or with an unusual odor
- Packages with soft spots, bulges, or excessive weight
- Protruding wires or aluminum foil

IX. Handling the Media

There is a possibility that in the event of an Emergency Response by the police or the bomb squad, members of the local media could congregate at our facilities to report the story.

In the event of such occurrence the Society policy is as follows:

- a) No member of the media will be allowed to enter the premises
- b) Head of Marketing and Communications or the President & CEO will talk to the media and represent The Society of the Four Arts

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Society of the Four Arts

HURRICAN PREPAREDNESS PLAN

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Hurricane Preparedness Policy

I. Purpose

The purpose of this policy is to establish the procedures to be followed and general guidance for The Society of the Four Arts personnel in the event of a threat from a tropical storm or a hurricane. It also identifies individuals responsible for fulfilling actions listed in the plan. The plan gives primary consideration to those actions necessary to protect facilities and personnel.

II. Policy

It is the policy of the Society that in the event of a storm all guidelines presented in this Preparedness Policy be adhered to and that the following items be taken into consideration:

- Public safety
- Staff safety
- Protection of facilities, equipment, and furniture
- Protection of books and arts collections
- Protection of Gardens, exterior areas, and sculptures

III. Definitions

For the intent of this policy the following definitions will apply:

- **Weather advisory:** Message issued by the National Hurricane Center concerning tropical storms and hurricanes
- **Weather Bulletin:** A public release from the National Hurricane Center during periods between advisories
- **Tropical Depression:** An organized system of clouds and thunderstorms with a defined surface circulation and maximum sustained winds of 38 mph or less
- **Tropical Storm:** An organized system of strong thunderstorms with a defined surface circulation and maximum sustained winds of 39-73 mph
- **Tropical storm watch:** A tropical storm watch is issued when tropical storm conditions, including winds from 39 to 73 miles per hour (mph), pose a possible threat to a specified coastal area within 36 hours
- **Tropical storm warning:** A tropical storm warning is issued when tropical storm conditions, including winds from 39 to 73 mph, are expected in a specified coastal area within 24 hours or less
- **Hurricane:** A violent storm originating over tropical waters with winds near its center reaching 74 mph and higher
- **Hurricane Watch:** A hurricane watch is issued for a specified coastal area for which a hurricane or a hurricane-related hazard is a possible threat within 36 hours
- **Hurricane Warning:** A hurricane warning is issued when a hurricane with sustained winds of 74 mph or higher is expected in a specified coastal area in 24 hours or less

Hurricane Classification Table

CATEGORY	WIND VELOCITY
CLASS 1	74-95 mph
CLASS 2	96-110 mph
CLASS 3	111-130 mph
CLASS 4	131-155 mph
CLASS 5	over 155 mph

IV. Scope

It is the scope of this Policy to consider the procedures to take place during the following:

- Pre-storm preparations
- Impending storm operations
- Post storm clean-up/recovery operations

V. Hurricane Emergency Team

Emergency Response Team Coordinators:

- Director of Facilities Management
- President and CEO

Responsibilities:

- Oversee Entire Plan

Assistant Coordinator:

- Sr. Assistant of Facility Management

Responsibilities:

1. Have direct communication with Team Coordinators
2. Have a list of all staff members' phone numbers and addresses
3. Notify all staff members of impending situation
4. Assure that all team leaders can carry out their responsibilities
5. Inspect building and specific areas to see that required tasks are completed

If Team Coordinators are out of town, or cannot be contacted, the assistant team coordinator will become the team coordinator.

Each Department Director Coordinator will have a back-up person whose responsibilities will be to coordinate and carry out the responsibilities outlined under this plan in case of absence, vacation, sickness, etc.

See Appendix A for Coordinators and Team Leaders List.

Each Coordinator, Assistant Coordinator, Department Director Coordinator, and Back up person will have a copy of this Hurricane Preparedness Plan.

In the event of a tropical storm watch the emergency team will do as follows

1. Review the policy procedures with all emergency response team members
2. Ascertain that employee list is updated with current contact information
3. Review building's needs and distribute Buildings Checklists
4. Ascertain that digital cameras, flashlights and batteries are available for after the event
5. Distribute a copy of our insurance procedure and agent's name and phone number to the Emergency coordinators and/or Assistant emergency coordinators
6. Coordinate any waste removal from property
7. Plan and schedule security detail at our facilities before, during and after the event

VI. Hurricane Season Preparedness

Hurricane season runs from June 1 to November 30; therefore, it is important that the Society personnel be in a ready mode during this time of the year by monitoring the following on a regular basis to reduce preparation time in the event of a storm:

- Outside housekeeping
- Waste removal
- Facilities conditions
- Trees trimming

VII. Plan Activation, Alerts and Preparations

The following management personnel (in the following order) will have the authority to activate this Plan:

- a) President & CEO
 - b) Director of Facilities Management
 - c) Chief Financial Officer
- Closing the facilities will be determined as needed
 - Department heads will contact their staff
 - **Alert I – Tropical Storm Watch:** Actions to be taken during Alert I will consist of overall facilities cleanup, planning and inspections activities as shown in the Buildings checklists
 - **Alert II – Hurricane Watch (conditions expected within 36 hours):** A hurricane watch is issued by the National Hurricane Center. At this time expect that a Hurricane Warning will be issued and plan accordingly. Make sure there is enough time to complete the tasks necessary for a Hurricane Warning

A hurricane scheduled to impact at night, on a weekend, holiday or after working hours will require that considerations be made to accommodate these situations when the Staff and management personnel are at home making it impossible to complete Alert III preparations

The Emergency Coordinator will monitor the Watches and Warnings and will contact all Team Members personnel for preparations readiness as required

It should also be expected that by this time many employees will be dealing with their own personal preparations

- **Alert III – Hurricane Warning (Conditions expected within 24 hours):** Hurricane warnings are issued by the National Hurricane Center. At this point most staff members should be dismissed and preparations should start for a facility shutdown

Once preparations have been completed the Emergency Respond Team will inspect the premises and leave the facilities

As soon as plant emergency issues are resolved, allow time for employees to deal with their home's situation.

VII. Items to Have in Stock during Hurricane Season

- Digital cameras (to take pictures after the event)
- Flashlights and batteries
- Sandbags to place on doors (if needed)
- Supply of heavy-duty plastic bags (contractor grade) and/or plastic canvas to cover computer, peripherals, equipment, and collections
- Duct tape

VIII. Post Hurricane Clean Up/Recovery Operations

In the event of a significant disaster, the first step will be to contact all staff members as soon as possible to assess their situation and see if we can be of assistance. These are primarily the Team Leaders/Assistant Coordinators responsibilities. Feedback should be given to the Emergency Coordinators.

After the storm has passed, and it is safe, the Coordinators, Assistant Coordinator or a designated person (s) should try to inspect the facilities as soon as possible and assess the damage if any.

The following steps should be taken before entering the premises:

1. A visual inspection for structural safety should be completed before entering any type of structure
2. Isolate unsafe area by use of physical barricades and other means, i.e., signage to restrict access
3. Any severely damaged areas should be reviewed by a qualified person prior to entry, or any work being performed
4. Watch for damage to structural members of the building that may be weakened by standing water or during removal of debris
5. Care should be taken around downed power lines until it can be verified from the local utility that they have been de-energized. All downed power lines should be treated as "live" until de-energized process confirmation is received
6. Caution should be taken with the potential for live electrical lines in standing water
7. Check generators and air conditioning units



If the site is safe to enter and no major structural damage impedes entry, proceed as follows:

1. Exercise caution when re-entering the structure. Check for:
 - Broken glass and sharp metal
 - Leaking fuel gases or flammable liquids
 - Electrical short circuits
 - Gas leaks
 - Broken water lines
 - Downed trees

Beware of electrical hazards

- Building electrical power supply circuits should be checked for any physical or water damage
 - Electrical equipment that has been submerged in water, or that is wet shall not be started or used until it has been dry and checked by a qualified person
 - **Do not attempt to start any electrical equipment unless you are sure that all electrical circuits are safe**
2. Inspect facilities and prepare a written assessment of damages as soon as possible. Take photographs as needed
 3. If there is evidence of theft or vandalism, loss or damage to the facility other than storm related, a report should be made to law enforcement authorities, and a copy of such report shall be obtained
 4. Verify the status of protection systems. Check water supplies, fire pumps, automatic sprinklers, fire alarms and security systems
 5. Post security personnel in areas where building or site access is not suitably controlled
 6. Contact the insurance company as soon as possible

Once the initial assessments and necessary steps have taken place as outlined in the above procedures, Team leaders will be contacted to report to the facilities, if possible, to begin any clean up and/or re-start operation.

Each team leader will be responsible for reporting to the emergency response team coordinator the nature and extent of problems in his or her area. Thereafter, decisions can be made as to how normal working operations can be resumed.

All team leaders should try to contact each other. If a team leader is unavailable, it will be the responsibility of the other team members to fulfill his/her responsibilities. We need to help each other.

Each staff member should also try to contact the Society or their team leader as soon as possible so we can implement our recovery.

An employee list should be attached to each copy of the plan. Also, the phone numbers of the team leaders under each department category.

If immediate emergency repairs are needed, proceed with caution.

- Begin salvage as soon as possible to prevent further damage
- Protect the building and contents from further damage
- Separate and save all damaged equipment
- Proceed with salvage operations and damage recovery of collections

IX. Computers

Computers, Servers, and all IT/Telecom related equipment shall not be started until they have been checked for any possible damage and the IT Department has given the go ahead. IT procedures will be as follows:

- IT will perform an infrastructure site evaluation to assess damage, dangers, problems, and functionality
- IT will meet with Executive staff to assess power state and options (commercial or generator) and expected outage situations
- At conclusion a strategy will be formulated to address the procedure and timeline to:
 1. Restore critical compromised data and systems
 2. Bring working server environment online
 3. Re-route forwarded or crippled communications
 4. Procure replacement hardware/software
 5. Advice and inform employee groups of return to work

A complete visual inspection of the computer room should be performed and approved by IT prior to commencing Power Up procedures.

Computer room equipment power down and power up instructions are contained in a separate confidential document

At this point Department Directors should contact the Staff members and inform them about any return-to-work schedule. Be aware that due to the possible intensity of the storm, lines of communication may be disrupted and that some employees may not be able to report back to work right away.



Appendix A – Emergency Coordinators and Support Staff List

Emergency Coordinators

President and CEO	Philip Rylands	561-446-1411
Sr. Executive Assistant	Cynthia Martsolf	561-657-7180
Director of Facilities Management	Ron Minnicks	561-317-9377
Chief Financial Officer	Gloria Rex	561-379-8391
Chief Programs Officer	Sofia Maduro	561-335-9252

Emergency Support Staff

Sr. Assistant Facilities Manager	Dan Williams	561-252-2505
Director of Accounting Services	Debra Watson	561-389-1031
Head of Education	Donamarie Vallee	561-262-3244
Director of Libraries	Rachel Shipper	352- 262-1540
Back-up	Susan Harris	561-971-4870
Head of Fine Art and Curator	Rebecca Dunham	561-329-3388
Back-up	Kristen Rudy	561-528-6808
Director of Technical Services	Phillip Barnes	561-889-4280
Back-up	Ben Irene	561-307-2979
Head of Children’s Library	Susan Harris	561-971-4870
Back-up	Samantha Merigold	561-301-7195

Non-Emergency Palm Beach Police..... 561-838-5454

Appendix B – Important Telephone Numbers and Websites

Non-Emergency Palm Beach Police	561-838-5454
Federal Emergency Management Agency	800-621-FEMA (3362)
Florida Power and Light (FPL)	800-4-OUTAGE (1-800-468-8243)
Florida Public Utilities (FPU)	800-427-7712 or 561-366-0096
AT&T	888-757-6500
West Palm Beach Emergency	www.wpb.org
National Hurricane Center	www.nhc.noaa.gov
Florida Division of Emergency Management	www.floridadisaster.org/dem/



Society of the Four Arts

PATRONS AND VISITORS POLICY

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Safety Reference Checklists

I. Purpose

To provide procedures for Buildings and Grounds personnel to conduct regular safety inspections as a means of locating and correcting potential hazards for our staff members, patrons and visitors alike.

II. Scope

This policy applies to all The Society of the Four Arts departments and buildings staff.

III. Policy

It is the policy of The Society to conduct safety inspections of the Society facilities on a scheduled basis.

These periodic inspections will serve both as quality control and as an operational control intended to detect hazards or unsafe conditions that have previously gone unnoticed or have been recently introduced into the facility and public places.



Appendix A – Building Safety Checklist

Building				
Inspector		Date		
WALKING SURFACES/HOUSEKEEPING				
	Floors are clean, free from litter and/or spilled liquids			
	Floor mats are flat and do not pose a tripping hazard			
	All doors, aisles & walkways are free of obstacles that impede traffic or block exits			
	“Wet Floor” signs being used as needed			
	Storage areas clean and free of clutter			
	Visitors walking areas free of tripping hazards			
	Electrical and telephone cords are not placed where they might trip passersby			
	Floor surfaces are not chipped and uneven; carpeting does not show worn spots or rips in the fabric			
	Doors operable and locks functional			
ELECTRICAL				
	Extension cords not used as permanent wiring			
	Electrical cords are not frayed, bend around doors or sharp edges, and are not stepped on			
	All major appliances are connected with grounded (three-pronged) plugs			
	Surge protectors are used when needed			
	Electrical power cords have grounding plugs			
	All light fixtures are operable and have protective lens or covers in place to prevent lamp breakage			
	Equipment is turned off when not in use			
	Only UL approved power strips, 6 feet or shorter in use			
	No exposed wires in electrical panels, electrical circuits or equipment			
	Wall receptacles and switches have cover plates, not broken			
STAIRS				
	Stair handrails are in good condition and not loose			
	Stairwells are well lighted			
	Stairs are free of litter, scraps, spills, and obstructions			
	Step up or down going through doorways, have warning signs posted and steps painted a caution color			



FIRE AND EVACUATION					
	Self-closing doors have proper spring tension				
	Fire exits are clearly marked, free of obstructions and kept closed at all times				
	Emergency lighting provided throughout means of egress travel in working order				
	No flammable or combustible materials stored at or near fire routes and exits				
	Exit signs are lit				
	Employees know the location of exits, alarms, and extinguishers				
	Fire extinguisher locations are marked so they are visible from a distance				
	Fire extinguishers have their annual inspection tag, are in operating order mounted as required and have not been tampered with				
	Evacuation maps are posted as required				
	There a minimum of clearance of 18 inches maintained around every sprinkler head				
	Flammable liquids (if any) are properly stored in safety cans and approved safety cabinets				
	Fire alarms and elevators have current inspections				
	Employees been instructed and know what to do in the event of an emergency				
OFFICE SAFETY					
	Material/supplies are stored in a manner to prevent falling, with heavy objects shelved at the lowest level				
	Desk and file drawers are not left open				
	Only one file drawer is open at a time				
	Filing cabinets are not top heavy with empty drawers at the bottom and full drawers on top.				
	Employees do not stand on chairs, desks, boxes, drawers, etc.				
BUILDING EXTERIOR & GROUNDS					
	Parking lot(s) and sidewalks free of cracks, holes or obstructions				
	All outside lights on the building and/or parking lot functioning properly				
	Wheelchair ramps, if available, in good repair and clear of obstructions				

Disabled Persons Evacuation Procedures

The following guidelines have been adopted by The Society of the Four Arts to assist in planning for the evacuation of people with physical disabilities.

After an Evacuation has been Ordered

- Evacuating a disabled person, yourself is the last resort
- Consider your options and the risks of injuring yourself and others in an evacuation attempt
- Always ASK disabled people how you can help BEFORE attempting any rescue technique or giving assistance
- DO NOT use elevators, unless authorized to do so by police or fire personnel. Elevators could fail during a fire
- Attempt a rescue evacuation ONLY if the person is in immediate danger and cannot wait for professional assistance
- The individual with the disability is the best expert in his or her disability, so ask that individual for advice before lifting or moving that person
- A service animal, usually a dog, is an assistive aid used by some blind, deaf and mobility impaired people. After a disaster they may not be able to help their owners as effectively
- Some individuals with emotional and developmental disabilities may be too unsettled to respond appropriately to instructions and directions, they may need to be in a quiet place for a while to regain their composure; others may even try to hide from rescue workers

Evacuation Procedures

Blindness or Visual Impairment

- Give verbal instructions to advise about safest route or direction using compass directions, estimated distances, and directional terms
- DO NOT grasp a visually impaired person's arm. Ask if he or she would like to hold onto your arm as you exit, especially if there is debris or a crowd
- Give other verbal instructions or information as needed

Deafness or Hearing Loss

- Get the attention of a person with a hearing disability by touch and eye contact. Clearly state the problem. Gestures and pointing are helpful but be prepared to write a brief statement if the person does not seem to understand
- Offer visual instructions to advise of safest route or direction by pointing toward exits or evacuation maps

Ambulatory Individuals are those with disabilities that may impair rapid evacuation of the building. Examples include those whose mobility is restricted by the use of walkers or crutches.

- Guide them to a stairwell or exit
- Wait until a clear passage is established
- Help them down the stairs or out of the building to the designated meeting area

Non-ambulatory individuals are those with disabilities who require the use of wheelchairs.

- It may be necessary to help clear the exit route so that the person with a disability can move out or to a safer area
- If people with mobility impairments cannot exit, they should be moved to a safer area, such as enclosed stairwells or an office with the door shut which is a good distance from the hazard to wait for assistance from first responders
- Notify police or fire personnel immediately about any people remaining in the building and their locations
- Police or fire personnel will decide whether people are safe where they are and will evacuate them as necessary. The Fire Department may determine that it is safe to override the rule against using elevators
- If people are in immediate danger and cannot be moved to a safer area to wait for assistance, it may be necessary to evacuate them using an evacuation chair or a carry technique

Evacuating Persons with wheelchairs

All staff members, working any event, should be aware of the presence of disabled people in their wheelchairs and recognize that they may need assistance during an emergency.

Children Safety Policy

I. Purpose

The purpose of this policy is to provide guidance to our staff and volunteers relative to the safety of children who visit our facility.

The Society believes that every child, regardless of gender, ethnicity, sexuality, or religion, who visits our facilities has the right to feel safe and protected from any situation or practice which might cause him or her physical or psychological harm.

The terms 'child' or 'children' refer to any young person up to the age of 18.

II – Scope

This procedure applies to all Society staff members or volunteers who may be in contact with children during their visit to our facilities.

III – Responsibilities

It is the responsibility of each staff member and/or volunteer to follow the procedures outlined in this policy and to report to the Director of Facilities Management any deviations from this policy.

IV – Procedures

The Society encourages children to use its facilities and services and their safety is a priority for the Society therefore the following procedures will apply:

Responding to abuse, or suspected abuse

It is important that all staff members and volunteers communicate concerns immediately and accurately.

If a staff member and/or volunteer receives any information, has any suspicions, or witnesses any type of abuse they should report their concerns to the Director of Facilities Management immediately.

Physical contact with children

Children's Library policy states that a parent, guardian, caretaker, school administrator, teacher, and/or school chaperone is always present while minor(s) are in the library; these guardians are responsible for supervision of the child(ren) and student(s), for the duration of the program(s) and school field trip(s). The Children's Library staff is directed to extend a professional, verbal "Hello" greeting as all patrons arrive at the Children's Library of Society of the Four Arts Campus.

First aid must be given by group leaders accompanying the children or by parents and caretakers. If first aid has to be administered by a staff member, then another adult must be present to reduce the possibility of any contact being misconstrued. No first aid shall be administered unless consent is first obtained from an adult in charge of the child.



Personal contact with children

All contact with children will be conducted in open areas.

Wherever possible, doors should be left ajar. Again, parent, guardian, and/or caretaker are required to supervise while visiting the library; and school administrator, teacher and/or school chaperone are required to supervise and be present for program(s) and for the duration of the school field trip(s).

No staff member and/or volunteer should be alone with a child in a closed or secluded area. The Children's Library staff or volunteer(s) should NEVER under any circumstance take a minor child(ren) to the restroom!

Photography

Children should only be photographed at an event, for publicity purposes, provided parents or caretakers have previously given their consent in writing or have made acknowledgement following a verbal statement/ announcement presented by the Children's Library staff or a Society staff member.

When reproducing photographs individual children shall not be identified by name.

Foods and allergies

Children will not be given any food, treats, candies, etc. unless they are approved by the parent or legal guardian. For Children's Library special events and programs (e.g., Halloween, Easter Egg Hunt, etc.) the Children's Library staff will make an announcement when any of the above items are made available. It is then, the parent, guardian, and/or caregivers' responsibility to review products and allow the child to consume or save for later.

Since The Society is unaware of any possible allergic reactions that any consumed item may bring about it is the full responsibility of the parents or legal guardian to approve such consumption.



Performances and Special Events Policy

I. Purpose

It is the intent of the Society to provide a safe environment for our patrons, audiences and guests during performances and special events conducted at our Performing Arts Theater, auditorium and outside venues.

The purpose of this policy is to provide guidance to House and Staff in the performance of their duties before, during and after the performance or event has taken place.

The Society believes that every person attending our events has the right to feel safe and protected from any situation or practice which might cause him or her physical harm.

It is also the Society's belief that a patron who enjoys the performance but has an unpleasant experience or feels concerned about his or her safety within our facilities is difficult to convince to attend again. Conversely, a patron whose entire experience is one of convenience, comfort, and enjoyment is certain to come back.

II. Scope

This procedure applies to all members of the House, Ushers and any other Society Staff members, volunteers and people that may serve in any of those capacities during the event.

III. Responsibilities

It is the responsibility of each of the persons mentioned in the above paragraph to follow the procedures outlined in this policy as follows on the proceeding pages.



Technical Department, Building & Grounds, Customer Service & Ushers

These departments oversee the lobby and house before, during, and after the performance. They are the people who schedule, train, assign, and supervise the ushers, and are liaison with backstage and box office staff. Any patron problem that cannot be handled by an usher is referred to them.

The responsibilities are:

- Assuring the safety and wellbeing of the audience in general
- Lobby security such as unlocking all appropriate doors prior to the performance and insuring they are all locked again following the show
- Ensure that the Pre-Performance Inspections are conducted
- Obtain the total House Occupancy Count at the beginning of each event
- Other duties as outlined in the Emergency Evacuation Policy

Technical Department Responsibilities

Technical Department Staff are in charge of the stage, actors and everyone else involved in the production. His/Her safety duties do not involve the audience directly, but he/she must ensure that anything that happens on stage during a production does not affect the health or safety of our Patrons.

For purposes of this policy the Technical Department Staff responsibilities are:

- Be in constant communication with the House or Staff before the function
- Insure that prior to rehearsals/performance all necessary doors are unlocked and rooms in satisfactory condition
- Responsible for securing the building at the conclusion of each rehearsal/performance
- Review evacuation procedures with all cast/ crew members during the first full technical rehearsal
- Inspect the rehearsal space for safety
- Inspect the set daily for potential safety problems
- If, for some reason, it is unsafe to continue with a performance, it is his/her responsibility to stop it
- Other duties as outlined in the Emergency Evacuation Policy
- Before each event, play announcement indicating where the exits are located, in case of emergency



Ushers' Duties and Training

Job Description for Ushers

- Greet patrons and collect admission tickets from them at Four Arts events
- Examine tickets to verify the correct performance date and time
- Assist patrons in finding seats if needed (may need flashlights)

For Concerts: Latecomers are requested to wait until there is a break/pause in the music before seating the individuals. Patrons should not disturb the musicians while they are playing.

At the usher's discretion, if seats are available in the rear balcony areas, they may allow the patron to enter and sit there until the intermission. After intermission, the patron can proceed to sit in his/her assigned seat.

For events shown on screen (Met Opera, National Theater Live, and Great Art on Screen:

The last four rows of the right orchestra (rows V, W, X, and Y) are reserved for late comers. They may be seated in this section at any time. Sometimes, there will be patrons assigned to a few seats in this section. They are permitted to stay in those seats because of their request for aisle seats.

- Distribute programs to patrons
- Refuse admittance to person or persons without tickets
- Screen patrons for any food or drinks. Ask patron to discard items in trash before entering auditorium
- Help settle seating disputes and solve other customer concerns. Seating disputes should be reported to the box office desk immediately. Any patron's concerns or questions should also be reported to the box office desk. If a patron argues with any of the ushers or the staff of the Four Arts, turn in his/her ticket stub to the box office so we can document the name of the person
- Direct patrons to restrooms
- Flash box office/reception area lights and gallery lights five minutes before concert starts. The same procedure will be done five minutes before the end of intermission. For intermission times, please see box office desk
- Guide patrons to exits or provide other assistance in case of emergency. New ushers need to be familiar with all the emergency exits in the auditorium
- Provide ticket count to the staff person(s) at the box office desk
- Search for lost articles if patron asks for assistance
- Ushers are to remain at their assigned posts twenty minutes after the event starts. If an event has no intermission, then the ushers can leave thirty minutes after the event starts

During an emergency evacuation occupants will tend to look for the exit with which they are most familiar (the one through which they entered). It cannot be assumed that the secondary exits will be used to the potential for which they were designed.

Crowd Control

Crowd control is the use of a variety of tactics to keep a crowd orderly in the interests of protecting health and safety. It is also the activity of managing or exerting control over a group of people trying to exit a place all at the same time.

One of the goals of crowd control is to prevent a panic situation where people in the crowd may break out in violence and endanger themselves and each other.

Select departments should be trained in Crowd Management due to the nature of their position. The department head will determine if this training is required.

Hazards presented by a crowd during an emergency evacuation:

- Crushing between people
- Crushing against fixed structures
- Trampling underfoot
- Surging, swaying, or rushing
- Aggressive behavior

During an emergency evacuation occupants will tend to look for the exit with which they are most familiar (the one through which they entered). It cannot be assumed that the secondary exits will be used to the potential for which they were designed.

Requirements

The Society has developed an Emergency Response and Evacuation Procedure for each of our facilities. It is the responsibility of each person (staff, ushers, etc.) attending to the needs of our patrons, visitors, and audiences to be familiar with the procedures contained in the plan of action to follow for each building or venue.

Procedures

As a crowd control person, you are NOT intended to handle crowd-control duties if your own safety is in danger, but you are expected to control the orderly evacuation of the premises as long as you can manage the variety of factors and situations present.

To obtain the objective of creating an orderly evacuation the following factors may need to be present:

- **Confidence and Authority:** you must have the confidence and authority to take command of the situation
- **Communication:** you must be able to communicate your instructions in an effective and firm manner
- **Moving the Crowd:** you must be able to maintain the crowd moving at a steady pace towards the nearest exit
- **Maintaining Control:** you must be able to maintain control of the crowd and not allow panic to set in
- **Knowledge:** you must be familiar with the Evacuation Procedures to be followed for your area, as well as the location of emergency routes and exits in the building



Society of the Four Arts

**BUILDINGS (EVENTS)
EMERGENCY RESPONSE
PROCEDURES**

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Policy

It is the Four Arts policy that all Four Arts events or programming on site will be staffed by Four Arts employees who will be knowledgeable and able to execute the Emergency Response Evacuation plan for each location. Also, each employee will be familiar with the locations of fire extinguishers, pull stations, and emergency exits for each building.

It is that staff's responsibility to evacuate all patrons or guests.

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EMERGENCY RESPONSE AND EVACUATION PROCEDURES PLAN

Rovensky Building (Including Floors 1, 2, and 3)

1st Floor – Administration

2nd Floor – Children’s Library/Marketing Assistant

3rd Floor – Garden Club, Marketing/Development, Archives and Storage

This Emergency Response and Evacuation Procedures Plan provides a system for protection of life and property in the event of a fire, bomb threat, explosion or other emergency requiring building evacuation. It also provides guidelines to follow for other types of emergencies which may not require evacuation.

Staff members and volunteers should become familiar with the contents of this plan and become aware of the procedures to follow in the event of an emergency or building evacuation.

If an emergency requires you to call 9-1-1 and if it is possible, send a person to the entrance of the building to direct the emergency response team members to the scene

The following procedures are listed on the Emergency Procedures Sheets.

1. Procedures to call 9-1-1 in an emergency
2. Medical Emergencies
3. Disruptive or Threatening Person
4. Tornado or Severe Thunderstorm
5. Bomb Threat or Suspicious Package
6. Fire
7. Evacuation procedures



EMERGENCY PROCEDURES

PROCEDURES TO CALL 9-1-1

Inform dispatcher of:

- Your name and telephone number
- The nature of problem
- Your location (building, address, specific location, etc.)
- The severity of the situation

Do not disconnect the call until instructed to do so by the 9-1-1 operator

MINOR MEDICAL EMERGENCY

(These include superficial injuries such as minor cuts, bruises, small punctures, scratches, etc.)

- Use a First Aid kit if needed and determine if additional medical attention is required.
- For children obtain permission from parent/guardian
- Do not attempt to move a person who has fallen and appears to be in pain

MAJOR MEDICAL EMERGENCY

(Such as sudden illness, accident, or serious injury.)

- CALL 9-1-1. (If you cannot place the call have someone else, do it)
- Call Director and/or Sr. Assistant, Facilities Management and inform him of the situation
- Keep the victim still and comfortable. DO NOT MOVE VICTIM unless it is needed to avoid further injury
- Ask victim, "Are you okay?" or "What is wrong?"
- If child, ask parent/guardian for any special medical information
- Do not transport a victim in an extreme emergency to the hospital or any other facility for treatment. CALL 9-1-1
- Complete Medical Emergency Form (see section tab)

MEDICAL EMERGENCY GUIDELINES

- Refrain from making any comments about the severity or not of the injury to the person or members of his/her party
- Do not discuss the possible cause of the accident or any conditions that may have contributed to it
- Make mental notes of any facts that are told to you by the injured person or members of her/his party
- After the injured person needs have been taken care of and the incident is concluded write out an incident report explaining the circumstances and outcome of the incident

DISRUPTIVE OR THREATENING PERSON

- CALL 9-1-1. (If you cannot place the call have someone else, do it)
- Stay calm
- Do not get into an argument
- Speak calmly and firmly to the person
- Take all threats seriously
- Be alert to the possibility of violence
- Report incident to Director and/or Sr. Assistant, Facilities Management

TORNADO OR SEVERE THUNDERSTORM

- Keep people away from windows and doors
- Do not allow anyone to try to move outdoors
- Direct all persons to the middle of the room, inside a stairwell or close to structurally reinforced walls
- When danger has passed an “all clear” notification will be given
- If there is any damage to the building after the storm, evacuate the building

BOMB THREAT OR SUSPICIOUS PACKAGE

- CALL 9-1-1. (If you cannot place the call have someone else, do it)
- Call Director and/or Sr. Assistant, Facilities Management
- Do not use two-way radios or cellular phones to communicate as radio signals may trigger the device
- Do not shut down, lights, or any electrically operated apparatus as this action could also trigger the device
- Use the same exits as you would for emergencies with personnel standing by to direct the evacuating persons
- Before an evacuation is carried out, a thorough search of the evacuation routes and safe areas must be conducted to ensure that no suspect objects have been placed there. **Do not touch, move or jar any objects of concern**
- Continuous security during evacuation should be a priority
- Once outside, check the surrounding areas for unknown packages, move personnel to the meeting area and keep them as far as possible from the building and where their presence will not interfere with responding emergency personnel

FIRE

- In case of fire - **STAY CALM**

IN CASE OF SMALL FIRE

- Pull the fire alarm and call 9-1-1, then call Director and/or Sr Assistant, Facilities Management
- Evacuate all persons from the building
- Authorized personnel will use fire extinguishers if fire is in the incipient stage (no more than two (2) fire extinguishers)

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IN CASE OF FIRE EVENT STAFF DESIGNATION SHEET

DEPARTMENT NAME:

Rovensky Building - 1st Floor - Administration

DEPARTMENT HEAD:

President & CEO

DEPARTMENT HEAD ROLE:

Exit building via stairs to The Mall

STAFF NAME

ROLE

Receptionist

1st - Sweep 1st floor to ensure evacuated. Then Exit to assembly area

Sr. Executive Assistant

Back-up to 1st Sweeper if they are out
Back-up to 1st & 2nd Sweeper if they are out

Contributions Specialist

Back-up to 1st, 2nd & 3rd Sweeper if they are out

AP Specialist

GENERAL INFORMATION:

During a fire emergency a building equipped with fire sprinklers on average will activate four (4) sprinkler heads to contain the fire.

Staff are asked to assist with evacuation of buildings. Staff should not put themselves in danger by walking or running into a fire.



IN CASE OF FIRE EVENT STAFF DESIGNATION SHEET

DEPARTMENT NAME:

Rovensky Building - 2nd Floor - Children's Library

DEPARTMENT HEAD:

Head of Children's Library

DEPARTMENT HEAD ROLE:

Floor monitor-last person out

STAFF NAME

ROLE

Head of Children's Library

All roles are to evacuate the building in a calm & orderly way. Escort patrons to fire exits and proceed to The Mall

Children's Associate

Children's Assistant (part-time)

See above

Children's Assistant (part-time)

See above

GENERAL INFORMATION:

During a fire emergency a building equipped with fire sprinklers on average will activate four (4) sprinkler heads to contain the fire.

Staff are asked to assist with evacuation of buildings. Staff should not put themselves in danger by walking or running into a fire.



IN CASE OF FIRE EVENT STAFF DESIGNATION SHEET

DEPARTMENT NAME:

Rovensky Building - 3rd Floor - Development

DEPARTMENT HEAD:

Chief Development Officer

DEPARTMENT HEAD ROLE:

Exit via stairs to The Mall

STAFF NAME

ROLE

Sr. Special Events Associate

Exit via stairs to The Mall

Special Events Associate

See above

Sr. Member Services Associate

See above

Member Services Associate

See above

If hosting an event on campus in a different location, assist fellow guests and employees evacuate to The Mall

GENERAL INFORMATION:

During a fire emergency a building equipped with fire sprinklers on average will activate four (4) sprinkler heads to contain the fire.

Staff are asked to assist with evacuation of buildings. Staff should not put themselves in danger by walking or running into a fire.



IN CASE OF FIRE EVENT STAFF DESIGNATION SHEET

DEPARTMENT NAME:

Rovensky Building - 3rd Floor - Garden Club

DEPARTMENT HEAD:

Administrative Assistant

DEPARTMENT HEAD ROLE:

Exit building via stairs to The Mall

STAFF NAME

ROLE

Members

Exit building via stairs to The Mall

GENERAL INFORMATION:

During a fire emergency a building equipped with fire sprinklers on average will activate four (4) sprinkler heads to contain the fire.

Staff are asked to assist with evacuation of buildings. Staff should not put themselves in danger by walking or running into a fire.



IN CASE OF FIRE EVENT STAFF DESIGNATION SHEET

DEPARTMENT NAME:

Rovensky Bldg - 3rd Floor - Marketing & Comms

DEPARTMENT HEAD:

Head of Marketing & Communications

DEPARTMENT HEAD ROLE:

Exit building via stairs to The Mall

STAFF NAME

ROLE

Marketing & Communications Assoc.

Exit via stairs to The Mall

Marketing & Communications Asst.

See above

GENERAL INFORMATION:

During a fire emergency a building equipped with fire sprinklers on average will activate four (4) sprinkler heads to contain the fire.

Staff are asked to assist with evacuation of buildings. Staff should not put themselves in danger by walking or running into a fire.

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EVACUATION PROCEDURES FOR THE ROVENSKY BUILDING

DESIGNATED MEETING AREA: THE MALL

GENERAL INSTRUCTIONS

Be aware of all EXIT ROUTES

In the event of FIRE do not use elevators

If the primary ESCAPE ROUTE IS BLOCKED proceed to another exit

Everyone must **leave the building**, *even if the alarm stops while on the way out*

EVACUATION PROCEDURES

All Staff members present at the time will:

1. Alert people in the building to begin evacuation
2. Be certain all persons in the area are evacuated immediately
3. Ensure that all persons leave the building
4. Help those who need special assistance — disabled, small children, etc.
5. Assist children, visitors, and guests with evacuation procedures
6. Children's Library - all children should leave the building in an orderly manner - Walk, Don't Run
7. Children's Library - if possible, all children will evacuate in a single line escorted by parents or staff members
8. All personnel are to refuse assistance from anyone not identified as a support person
9. Parents will not be allowed to remove a child from the group during the evacuation. Parents and children must evacuate together to the meeting area (Children's Library)
10. Quickly move people to the outside of the building
11. Direct persons to the meeting area
12. Try to conduct a head count or ask questions to see if anyone was left behind
13. Children's Library - Minor children must not be released into the custody of anyone other than their parent/guardian or police
14. Prevent any person from entering the building. Wait for instructions from emergency response personnel to re-enter the building

Upon arrival Emergency service personnel will assist in evacuation procedures and conduct a room-to-room search to ensure EVERYONE has vacated the premises.



EMERGENCY RESPONSE AND EVACUATION PROCEDURES PLAN

FITZ EUGENE DIXON EDUCATION BUILDING

This Emergency Response and Evacuation Procedures Plan provides a system for protection of life and property in the event of a fire, bomb threat, explosion or other emergency requiring building evacuation. It also provides guidelines to follow for other types of emergencies which may not require evacuation.

Staff members and volunteers should become familiar with the contents of this plan and become aware of the procedures to follow in the event of an emergency or building evacuation.

If an emergency requires you to call 9-1-1 and if it is possible, send a person to the entrance of the building to direct the emergency response team members to the scene

The following procedures are listed on the Emergency Procedures Sheets.

1. Procedures to call 9-1-1 in an emergency
2. Medical Emergencies
3. Disruptive or Threatening Person
4. Tornado or Severe Thunderstorm
5. Bomb Threat or Suspicious Package
6. Fire
7. Evacuation procedures for the Dixon Education Building

EMERGENCY PROCEDURES

PROCEDURES TO CALL 9-1-1

Inform dispatcher of:

- Your name and telephone number
- The nature of problem
- Your location (building, address, specific location, etc.)
- The severity of the situation

Do not disconnect the call until instructed to do so by the 9-1-1 operator

MINOR MEDICAL EMERGENCY

(These include superficial injuries such as minor cuts, bruises, small punctures, scratches, etc.)

- Use First Aid kit if needed and determine if additional medical attention is required
- Do not attempt to move a person who has fallen and appears to be in pain

MAJOR MEDICAL EMERGENCY

(Such as sudden illness, an accident, or serious injury)

- CALL 9-1-1. (If you cannot place the call have someone else, do it)
- Call Director and/or Sr. Assistant, Facilities Management and inform him of the situation
- Keep the victim still and comfortable. DO NOT MOVE VICTIM unless it is needed to avoid further injury
- Ask victim, “Are you okay?” or “What is wrong?”
- Ask victim (if responsive), or look if unresponsive, for a “Medic Alert” type of tag which may be located on a chain, bracelet or inside purse or wallet
- Do not transport a victim in an extreme emergency to the hospital or any other facility for treatment. CALL 9-1-1

MEDICAL EMERGENCY GUIDELINES

- Refrain from making any comments about the severity or not of the injury to the person or members of his/her party
- Do not discuss the possible cause of the accident or any conditions that may have contributed to it
- Make mental notes of any facts that are told to you by the injured person or members of her/his party
- After the injured person needs have been taken care of and the incident is concluded write out an incident report explaining the circumstances and outcome of the incident

DISRUPTIVE OR THREATENING PERSON

- CALL 9-1-1. (If you cannot place the call have someone else, do it)
- Stay calm
- Do not get into an argument
- Speak calmly and firmly to the person
- Take all threats seriously
- Be alert to the possibility of violence
- Report incident to Director and/or Sr. Assistant, Facilities Management

TORNADO OR SEVERE THUNDERSTORM

- Notify building occupants
- Keep people away from windows and doors
- Do not allow anyone to try to move outdoors
- Direct all persons to the middle of the room, inside a stairwell or close to structurally reinforced walls
- When danger has passed an “all clear” notification will be given
- If there is any damage to the building after the storm, evacuate the building

BOMB THREAT OR SUSPICIOUS PACKAGE

- CALL 9-1-1. (If you cannot place the call have someone else, do it)
- Call Director and/or Sr. Assistant, Facilities Management
- Do not use two-way radios or cellular phones to communicate as radio signals may trigger the device
- Do not shut down, lights, or any electrically operated apparatus as this action could also trigger the device
- Use the same exits as you would for emergencies with personnel standing by to direct the evacuating persons
- Before an evacuation is carried out, a thorough search of the evacuation routes and safe areas must be conducted to ensure that no suspect objects have been placed there. **Do not touch, move or jar any objects of concern**
- Continuous security during evacuation should be a priority
- Once outside, check the surrounding areas for unknown packages, move personnel to the meeting area and keep them as far as possible from the building and where their presence will not interfere with responding emergency personnel

FIRE

- In case of fire - **STAY CALM**

IN CASE OF SMALL FIRE

- Pull the fire alarm & call 9-1-1, then call Director and/or Sr. Assistant, Facilities Management
- Evacuate all persons from the building
- Authorized personnel will use fire extinguishers if fire is in the incipient stage (no more than 2 fire extinguishers)



IN CASE OF FIRE EVENT STAFF DESIGNATION SHEET

DEPARTMENT NAME:

Campus on the Lake (Dixon Education Building)

DEPARTMENT HEAD:

Chief Programs Officer

DEPARTMENT HEAD ROLE:

Call 9-1-1. Instruct staff and assist patrons to evacuate to The Mall

STAFF NAME

ROLE

Customer Service #1

Call 9-1-1. Check all areas on 1st floor to ensure all patrons are aware of incident and evacuate to The Mall. Building areas to check include but are not limited to: Johnson Hall, kitchen, classrooms, conference rooms, restrooms, lobby, office suite

Customer Service #2

Call 9-1-1. Check all areas on 2nd floor to ensure all patrons are aware of incident and evacuate to The Mall. Building areas to check include but are not limited to classrooms, restrooms, conference rooms, green room, Artist-in-Residence Apartment

Office Staff

Open exit doors that are away from the fire. Evacuate patrons to The Mall

All staff and patrons evacuate to The Mall

GENERAL INFORMATION:

During a fire emergency a building equipped with fire sprinklers on average will activate four (4) sprinkler heads to contain the fire.

Staff are asked to assist with evacuation of buildings. Staff should not put themselves in danger by walking or running into a fire.

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EVACUATION PROCEDURES FOR THE FITZ EUGENE DIXON EDUCATION BUILDING

DESIGNATED MEETING AREA: THE MALL

GENERAL INSTRUCTIONS

Be aware of all EXIT ROUTES

Do not use elevators during FIRE evacuations

If the primary ESCAPE ROUTE IS BLOCKED proceed to another exit

Everyone must leave the building, even if the alarm stops while on the way out.

EVACUATION PROCEDURES

All Staff members present at the time will:

1. Alert people in the building to begin evacuation
2. Be certain all persons in the area are evacuated immediately
3. Ascertain that classrooms are evacuated
4. Ascertain that stove and exhaust hood in cooking classroom are off
5. Ensure that all persons leave the building
6. Help those who need special assistance — disabled
7. Report to the emergency exits and assist patrons, visitors and guesses with evacuation procedures
8. Quickly move people to the outside of the building
9. Direct persons to the meeting area
10. Try to conduct a head count if possible
11. Prevent any person from entering the building. Wait for instructions from emergency response personnel to reenter the building



EVACUATION PROCEDURES FOR THE FITZ EUGENE DIXON EDUCATION BUILDING AUDITORIUM

DESIGNATED MEETING AREA: THE MALL

GENERAL INSTRUCTIONS

The following procedures are for the evacuation of the Auditorium during all performances.

Be aware of all EXIT ROUTES

If the primary ESCAPE ROUTE IS BLOCKED proceed to another exit

Everyone must **leave the building**, *even if the alarm stops while on the way out.*

EVACUATION PROCEDURES

When the building alarm sounds, or an evacuation order is given the following personnel responsibilities and assignments shall apply:

Using the public address system interrupt the show with the following announcement:

**Ladies and Gentlemen, may I have your attention please?
Due to unforeseen circumstances, we must exit the theater immediately
Do not use your cell phones at this time
Please stand, close your seats, and quietly proceed to the nearest exit
Once outside move to the parking lot and away from the building
If you need assistance, please let an usher know
Thank you for your cooperation**

House or designated Staff member:

1. Make sure the House is aware that the Stage Manager or designated person is going to stop the show and/or evacuate the theater
2. Inform the staff via phone of any hold on the performance or possible evacuation of the theater
3. Stop performers from entering the stage, have performers clear the stage
4. Have the crew close any open traps onstage that are open.
5. Bring up house lights and work lights
6. Ensure that the crew and actors leave the theater by the nearest exit and proceed to the assembly area

House

Has overall responsibility for coordinating and supervising all staff personnel during any emergency response condition.

1. All house staff should report to the emergency exits when directed and assist patrons with evacuation
2. Be responsible for dialing **9-1-1** in an emergency and reporting to the emergency response personnel
3. Try to assist anyone needing special attention
4. Check to see that the theater restrooms are cleared
5. Direct persons to the meeting area
6. Try to conduct a head count if possible
7. Prevent any person from entering the building. Wait for instructions from emergency response personnel to re-enter the building

Ushers or assigned Staff members

1. Check their assigned area leading to the exits
2. Perform a visual check for smoke or flames in the immediate area
3. Direct occupants to the usable exits, both verbally and by guiding them where necessary
4. Identify anyone left who needs special assistance. If anyone remains who needs special assistance, try to assist the person to an exit or seek help from other ushers
5. Assist the persons using wheelchairs in the evacuation
6. Feel any exit doors to determine if they are warm. If the doors feel normal, open the door slightly to check the exit for smoke or flames and then shut the door
7. Notify House Manager if any egress path or exit is unusable

Upon arrival Emergency service personnel will assist in evacuation procedures and conduct a room-to-room search to ensure EVERYONE has vacated the premises.

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EMERGENCY RESPONSE AND EVACUATION PROCEDURES PLAN

ESTHER B O'KEEFFE BUILDING **GALLERY/WALTER S. GUBELMANN AUDITORIUM**

This Emergency Response and Evacuation Procedures Plan provides a system for protection of life and property in the event of a fire, bomb threat, explosion or other emergency requiring building evacuation. It also provides guidelines to follow for other types of emergencies which may not require evacuation.

Staff members and volunteers should become familiar with the contents of this plan and become aware of the procedures to follow in the event of an emergency or building evacuation.

If an emergency requires you to call 9-1-1 and it is possible, send a person to the entrance of the building to direct the emergency response team members to the scene

The following procedures are listed in the Emergency Procedures Sheets:

1. Procedures to call 9-1-1 in an emergency
2. Medical Emergencies
3. Disruptive or Threatening Person
4. Tornado or Severe Thunderstorm
5. Bomb Threat or Suspicious Package
6. Fire
7. Evacuation procedures for the Ester B O'Keeffe Building and Gallery
8. Evacuation of the Walter S. Gubelmann Auditorium during all performances

EMERGENCY PROCEDURES

PROCEDURES TO CALL 9-1-1

Inform dispatcher of:

- Your name and telephone number
- The nature of problem
- Your location (building, address, specific location, etc.)
- The severity of the situation

Do not disconnect the call until instructed to do so by the 9-1-1 operator

MINOR MEDICAL EMERGENCY

(These include superficial injuries such as minor cuts, bruises, small punctures, scratches, etc.)

- Use First Aid kit if needed and determine if additional medical attention is required
- Do not attempt to move a person who has fallen and appears to be in pain

MAJOR MEDICAL EMERGENCY

(Such as sudden illness, an accident, or serious injury.)

- CALL 9-1-1. (If you cannot place the call have someone else, do it)
- Call Director and/or Sr. Assistant, Facilities Management and inform him of the situation
- Keep the victim still and comfortable. DO NOT MOVE VICTIM unless it is needed to avoid further injury
- Ask victim, “Are you okay?” or “What is wrong?”
- Ask victim (if responsive), or look if unresponsive for a “Medic Alert” type of tag which may be located on a chain, bracelet or inside purse or wallet

Do not transport a victim in an extreme emergency to the hospital or any other facility for treatment. CALL 9-1-1

MEDICAL EMERGENCY GUIDELINES

- Refrain from making any comments about the severity or not of the injury to the person or members of his/her party
- Do not discuss the possible cause of the accident or any conditions that may have contributed to it
- Make mental notes of any facts that are told to you by the injured person or members of her/his party

After the injured person needs have been taken care of and the incident is concluded write out an incident report explaining the circumstances and outcome of the incident

DISRUPTIVE OR THREATENING PERSON

- CALL 9-1-1. (If you cannot place the call have someone else, do it)
- Stay calm
- Do not get into an argument
- Speak calmly and firmly to the person
- Take all threats seriously
- Be alert to the possibility of violence
- If needed call or have someone call 9-1-1 for police assistance
- Report incident to Director and/or Sr. Assistant, Facilities Management

TORNADO OR SEVERE THUNDERSTORM

- Notify building occupants
- Keep people away from windows and doors
- Do not allow anyone to try to move outdoors
- Direct all persons to the middle of the room, inside a stairwell or close to structurally reinforced walls
- When danger has passed an “all clear” notification will be given
- If there is any damage to the building after the storm, evacuate the building

BOMB THREAT OR SUSPICIOUS PACKAGE

- CALL 9-1-1. (If you cannot place the call have someone else, do it)
- Call Director and/or Sr. Assistant, Facilities Management
- Do not use two-way radios or cellular phones to communicate as radio signals may trigger the device
- Do not shut down, lights, or any electrically operated apparatus as this action could also trigger the device
- Use the same exits as you would for emergencies with personnel standing by to direct the evacuating persons
- Before an evacuation is carried out, a thorough search of the evacuation routes and safe areas must be conducted to ensure that no suspect objects have been placed there. **Do not touch, move or jar any objects of concern**
- Continuous security during evacuation should be a priority
- Once outside, check the surrounding areas for unknown packages, move personnel to the meeting area and keep them as far as possible from the building and where their presence will not interfere with responding emergency personnel

FIRE

- In case of fire - **STAY CALM**

IN CASE OF SMALL FIRE

- Pull the fire alarm and call 9-1-1, then call Director and/or Sr. Assistant, Facilities Management
- Evacuate all persons from the building
- Authorized personnel will use fire extinguishers if fire is in the incipient stage (no more than 2 fire extinguishers)

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IN CASE OF FIRE EVENT STAFF DESIGNATION SHEET

DEPARTMENT NAME:

O'Keefe Building - Building and Grounds

DEPARTMENT HEAD:

Director of Building and Grounds

DEPARTMENT HEAD ROLE:

Ensure 9-1-1 has been called.

In affected building assist all departments involved in evacuation.

In O'Keefe building assist with evacuation of auditorium, galleries, restrooms and all public spaces to The Mall.

STAFF NAME

ROLE

Sr. Assistant, Building & Grounds

See above

Assistant, Building & Grounds

See above

Assistant, Building & Grounds

See above

GENERAL INFORMATION:

During a fire emergency a building equipped with fire sprinklers on average will activate four (4) sprinkler heads to contain the fire.

Staff are asked to assist with evacuation of buildings. Staff should not put themselves in danger by walking or running into a fire.



IN CASE OF FIRE EVENT STAFF DESIGNATION SHEET

DEPARTMENT NAME:

O'Keefe Building - Customer Service

DEPARTMENT HEAD:

Chief Programs Officer

DEPARTMENT HEAD ROLE:

Instruct staff of assignments in the event of an emergency. Assist if in the O'Keefe building. Evacuate to The Mall

STAFF NAME

ROLE

Customer Service #1

Call 9-1-1. Assist with evacuation of all patrons from galleries, auditorium, backstage and green rooms to The Mall

Customer Service #2

Call 9-1-1. Assist with evacuation of lobby, restrooms, including ADA restroom to The Mall

Customer Service #3

Call 9-1-1. Ensure exit doors are open for the safe evacuation of patrons. Instruct evacuees to The Mall

All staff and patrons evacuate to The Mall

GENERAL INFORMATION:

During a fire emergency a building equipped with fire sprinklers on average will activate four (4) sprinkler heads to contain the fire.

Staff are asked to assist with evacuation of buildings. Staff should not put themselves in danger by walking or running into a fire.



IN CASE OF FIRE EVENT STAFF DESIGNATION SHEET

DEPARTMENT NAME:

O'Keefe Building - Fine Arts Department

DEPARTMENT HEAD:

Head of Fine Arts and Curator

DEPARTMENT HEAD ROLE:

Same as below

STAFF NAME

ROLE

Exhibition Coordinator & Asst
Registrar

Exit via stairs to The Mall

Assist Building & Grounds and
Customer service evacuate patrons.

If time permits take precautions to
ensure safety of art

GENERAL INFORMATION:

During a fire emergency a building equipped with fire sprinklers on average will activate four (4) sprinkler heads to contain the fire.

Staff are asked to assist with evacuation of buildings. Staff should not put themselves in danger by walking or running into a fire.



IN CASE OF FIRE EVENT STAFF DESIGNATION SHEET

DEPARTMENT NAME:

O'Keefe Building - Staging & Technical Services

DEPARTMENT HEAD:

Director of Staging & Technical Services

DEPARTMENT HEAD ROLE:

Assist patrons and performers from auditorium, both green rooms and adjacent restrooms and exit to The Mall

STAFF NAME

ROLE

Senior Tech Associate

See above

Tech Assistant

See above

GENERAL INFORMATION:

During a fire emergency a building equipped with fire sprinklers on average will activate four (4) sprinkler heads to contain the fire.

Staff are asked to assist with evacuation of buildings. Staff should not put themselves in danger by walking or running into a fire.



EVACUATION PROCEDURES FOR THE ESTHER B O'KEEFFE BUILDING AND GALLERY

DESIGNATED MEETING AREA: THE MALL

GENERAL INSTRUCTIONS

Be aware of all EXIT ROUTES

If the primary ESCAPE ROUTE IS BLOCKED proceed to another exit

Everyone must **leave the building**, *even if the alarm stops while on the way out.*

EVACUATION PROCEDURES

All Staff members present at the time will

1. Alert people in the building to begin evacuation
2. Be certain all persons in the area are evacuated immediately
3. Ensure that all persons leave the building
4. Help those who need special assistance—disabled, small children, etc.
5. Report to the emergency exits and assist patrons, visitors and guesses with evacuation procedures
6. Quickly move people to the outside of the building
7. Direct persons to the meeting area
8. Try to conduct a head count or ask questions to see if anyone was left behind
9. Prevent any person from entering the building. Wait for instructions from emergency response personnel to reenter the building

Upon arrival Emergency service personnel will assist in evacuation procedures and conduct a room-to-room search to ensure EVERYONE has vacated the premises.



EVACUATION PROCEDURES FOR THE WALTER S. GUBELMANN AUDITORIUM

DESIGNATED MEETING AREA: THE MALL

GENERAL INSTRUCTIONS

The following procedures are for the evacuation of the Walter S. Gubelmann Auditorium during all performances.

Be aware of all EXIT ROUTES

If the primary ESCAPE ROUTE IS BLOCKED proceed to another exit

Everyone must **leave the building**, *even if the alarm stops while on the way out.*

Flashlights: All *Ushers* and *House Manager* shall be assigned flashlights for each performance. The flashlights shall be checked to ensure that they are in good operating condition.

EVACUATION PROCEDURES

When the building alarm sounds, or an evacuation is order is given the following personnel responsibilities and assignments shall apply:

Using the public address system interrupt the show with the following announcement:

Ladies and Gentlemen, may I have your attention please?
Due to unforeseen circumstances, we must exit the theater immediately
Do not use your cell phones at this time
Please stand, close your seats, and quietly proceed to the nearest exit
Once outside move to the parking lot and away from the building
If you need assistance, please let an usher know
Thank you for your cooperation

House or designated Staff member

1. Make sure the House is aware that the Stage Manager is going to stop the show and/or evacuate the theater
2. Inform the staff via phone of any hold on the performance or possible evacuation of the theater
3. Stop performers from entering the stage, have performers clear the stage
4. Have the crew close any open traps onstage that are open
5. Bring up house lights and work lights
6. Ensure that the crew and actors leave the theater by the nearest exit and proceed to the assembly area

House

Has overall responsibility for coordinating and supervising all staff personnel during any emergency response condition.

1. All house staff should report to the emergency exits when directed and assist patrons with evacuation
2. Be responsible for dialing **9-1-1** in an emergency and reporting to the emergency response personnel.
3. Try to assist anyone needing special attention
4. Check to see that the theater restrooms are cleared
5. Direct persons to the meeting area
6. Try to conduct a head count using the total House Occupancy Count or ask questions to see if anyone was left behind
7. Prevent any person from entering the building. Wait for instructions from emergency response personnel to reenter the building

Ushers

1. Check their assigned area leading to the exits
2. Perform a visual check for smoke or flames in the immediate area
3. Direct occupants to the usable exits, both verbally and by guiding them where necessary
4. Identify anyone left who needs special assistance. If anyone remains who needs special assistance, try to assist the person to an exit or seek help from other ushers
5. Assist the persons using wheelchairs in the evacuation
6. Feel any exit doors to determine if they are warm. If the doors feel normal, open the door slightly to check the exit for smoke or flames and then shut the door
7. Notify House if any egress path or exit is unusable

Upon arrival Emergency service personnel will assist in evacuation procedures and conduct a room-to-room search to ensure EVERYONE has vacated the premises.



EMERGENCY RESPONSE AND EVACUATION PROCEDURES PLAN

GIOCONDA AND JOSEPH KING LIBRARY

This Emergency Response and Evacuation Procedures Plan provides a system for protection of life and property in the event of a fire, bomb threat, explosion or other emergency requiring building evacuation. It also provides guidelines to follow for other types of emergencies which may not require evacuation.

Staff members and volunteers should become familiar with the contents of this plan and become aware of the procedures to follow in the event of an emergency or building evacuation.

If an emergency requires you to call 9-1-1 and it is possible, send a person to the entrance of the building to direct the emergency response team members to the scene

The following procedures are listed in the Emergency Procedures Sheets.

1. Procedures to call 9-1-1 in an emergency
2. Medical Emergencies
3. Disruptive or Threatening Person
4. Tornado or Severe Thunderstorm
5. Bomb Threat or Suspicious Package
6. Fire
7. Evacuation procedures for the Gioconda and Joseph King Library



EMERGENCY PROCEDURES

Non-Emergency Palm Beach Police..... 561-838-5454

PROCEDURES TO CALL 9-1-1

Inform dispatcher of:

- Your name and telephone number
- The nature of problem
- Your location (building, address, specific location, etc.)
- The severity of the situation

Do not disconnect the call until instructed to do so by the 9-1-1 operator

MINOR MEDICAL EMERGENCY

(These include superficial injuries such as minor cuts, bruises, small punctures, scratches, etc.)

- Use First Aid kit if needed and determine if additional medical attention is required
- Do not attempt to move a person who has fallen and appears to be in pain

MAJOR MEDICAL EMERGENCY

(Include a sudden illness, an accident, or serious injury.)

- CALL 9-1-1. (If you cannot place the call have someone else, do it)
- Call Director and/or Sr. Assistant, Facilities Management and inform him of the situation
- Keep the victim still and comfortable. DO NOT MOVE VICTIM unless it is needed to avoid further injury
- Ask victim, "Are you okay?" or "What is wrong?"
- Ask victim (if responsive), or look if unresponsive, for a "Medic Alert" type of tag which may be located on a chain, bracelet or inside purse or wallet
- Do not transport a victim in an extreme emergency to the hospital or any other facility for treatment. CALL 9-1-1

MEDICAL EMERGENCY GUIDELINES

- Refrain from making any comments about the severity or not of the injury to the person or members of his/her party
- Do not discuss the possible cause of the accident or any conditions that may have contributed to it
- Make mental notes of any facts that are told to you by the injured person or members of her/his party

After the injured person needs have been taken care of and the incident is concluded write out an incident report explaining the circumstances and outcome of the incident

DISRUPTIVE OR THREATENING PERSON

- CALL 9-1-1. (If you cannot place the call have someone else, do it)
- Stay calm
- Do not get into an argument
- Speak calmly and firmly to the person
- Take all threats seriously
- Be alert to the possibility of violence
- Report incident to Director and/or Sr. Assistant, Facilities Management

TORNADO OR SEVERE THUNDERSTORM

- Notify building occupants
- Keep people away from windows and doors
- Do not allow anyone to try to move outdoors
- Direct all persons to the middle of the room, inside a stairwell or close to structurally reinforced walls
- When danger has passed an “all clear” notification will be given
- If there is any damage to the building after the storm, evacuate the building

BOMB THREAT OR SUSPICIOUS PACKAGE

- CALL 9-1-1. (If you cannot place the call have someone else, do it)
- Call Director and/or Sr. Assistant, Facilities Management
- Do not use two-way radios or cellular phones to communicate as radio signals may trigger the device
- Do not shut down, lights, or any electrically operated apparatus as this action could also trigger the device
- Use the same exits as you would for emergencies with personnel standing by to direct the evacuating persons
- Before an evacuation is carried out, a thorough search of the evacuation routes and safe areas must be conducted to ensure that no suspect objects have been placed there. **Do not touch, move or jar any objects of concern**
- Continuous security during evacuation should be a priority
- Once outside, check the surrounding areas for unknown packages, move personnel to the meeting area and keep them as far as possible from the building and where their presence will not interfere with responding emergency personnel

FIRE

- In case of fire - **STAY CALM**

IN CASE OF SMALL FIRE

- Pull the fire alarm and call 9-1-1, then call Director and/or Sr. Assistant, Facilities Management
- Evacuate all persons from the building
- Authorized personnel will use fire extinguishers if fire is in the incipient stage (no more than 2 fire extinguishers)



IN CASE OF FIRE EVENT STAFF DESIGNATION SHEET

DEPARTMENT NAME:

Gioconda and Joseph King Library

DEPARTMENT HEAD:

Director of Libraries

DEPARTMENT HEAD ROLE:

Coordinate & disseminate communications;
Exit to The Mall

STAFF NAME

ROLE

Sr. Library Associate

Call 9-1-1; assist w/evacuation of 1st floor to The Mall

Library Associate

Call 9-1-1; assist w/evacuation of 1st floor to The Mall

King Librarian

Call 9-1-1; assist w/evacuation of 2nd floor to The Mall

Programs Librarian

Call 9-1-1; assist w/evacuation of 2nd floor to The Mall

GENERAL INFORMATION:

During a fire emergency a building equipped with fire sprinklers on average will activate four (4) sprinkler heads to contain the fire.

Staff are asked to assist with evacuation of buildings. Staff should not put themselves in danger by walking or running into a fire.

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EVACUATION PROCEDURES FOR THE GIOCONDA AND JOSEPH KING LIBRARY

DESIGNATED MEETING AREA: THE MALL

GENERAL INSTRUCTIONS

Non-Emergency Palm Beach Police 561-838-5454

Be aware of all EXIT ROUTES

Do not use elevators during FIRE evacuations

If the primary ESCAPE ROUTE IS BLOCKED proceed to another exit

Everyone must **leave the building**, *even if the alarm stops while on the way out.*

EVACUATION PROCEDURES

1. Alert people in the building to begin evacuation
2. Be certain all persons in the area are evacuated immediately
3. Ensure that all persons leave the building
4. Help those who need special assistance—disabled
5. Report to the emergency exits and assist patrons, visitors and guesses with evacuation procedures
6. Quickly move people to the outside of the building
7. Direct persons to the meeting area
8. Try to conduct a head count or ask questions to see if anyone was left behind
9. Prevent any person from entering the building. Wait for instructions from emergency response personnel to reenter the building

Upon arrival Emergency service personnel will assist in evacuation procedures and conduct a room-to-room search to ensure EVERYONE has vacated the premises.



EMERGENCY RESPONSE AND EVACUATION PROCEDURES PLAN

PANNILL PAVILION AND GARDENS

This Emergency Response and Evacuation Procedures Plan provides a system for protection of life and property in the event of a fire, bomb threat, explosion or other emergency requiring building evacuation. It also provides guidelines to follow for other types of emergencies which may not require evacuation.

Staff members and volunteers should become familiar with the contents of this plan and become aware of the procedures to follow in the event of an emergency or building evacuation.

If an emergency requires you to call 9-1-1 and it is possible, send a person to the entrance of the building to direct the emergency response team members to the scene.

The following procedures are listed on the Emergency Procedures Sheets.

1. Procedures to call 9-1-1 in an emergency
2. Medical Emergencies
3. Disruptive or Threatening Person
4. Tornado or Severe Thunderstorm
5. Bomb Threat or Suspicious Package
6. Fire
7. Evacuation procedures for the Pannill Pavilion and Gardens



EMERGENCY PROCEDURES

PROCEDURES TO CALL 9-1-1

Inform dispatcher of:

- Your name and telephone number
- The nature of the problem.
- Your location (building, address, specific location, etc.)
- The severity of the situation

Do not disconnect the call until instructed to do so by the 9-1-1 operator

MINOR MEDICAL EMERGENCY

(These include superficial injuries such as minor cuts, bruises, small punctures, scratches, etc.)

- Use First Aid Kit if needed and determine if additional medical attention is required
- Do not attempt to move a person who has fallen and appears to be in pain

MAJOR MEDICAL EMERGENCY

(Include a sudden illness, an accident, or serious injury.)

- CALL 9-1-1. (If you cannot place the call have someone else, do it)
- Call Director and/or Sr. Assistant, Facilities Management and inform him of the situation
- Keep the victim still and comfortable. DO NOT MOVE VICTIM unless it is needed to avoid further injury
- Ask victim, "Are you okay?" or "What is wrong?"
- Ask victim (if responsive), or look if unresponsive, for a "Medic Alert" type of tag which may be located on a chain, bracelet or inside purse or wallet
- Do not transport a victim to the hospital or any other facility for treatment. CALL 9-1-1

MEDICAL EMERGENCY GUIDELINES

- Refrain from making any comments about the severity or not of the injury to the person or members of his/her party
- Do not discuss the possible cause of the accident or any conditions that may have contributed to it
- Make mental notes of any facts that are told to you by the injured person or members of her/his party
- After the injured person needs have been taken care of and the incident is concluded write out an incident report explaining the circumstances and outcome of the incident

DISRUPTIVE OR THREATENING PERSON

- CALL 9-1-1. (If you cannot place the call have someone else, do it)
- Stay calm
- Do not get into an argument
- Speak calmly and firmly to the person
- Take all threats seriously
- Be alert to the possibility of violence
- Report incident to Director and/or Sr. Assistant, Facilities Management

TORNADO OR SEVERE THUNDERSTORM

- Relocate all guests to the King Library Building
- Keep people away from windows and doors
- Do not allow anyone to try to move outdoors
- Direct all persons to the middle of the room, inside a stairwell or close to structurally reinforced walls
- When danger has passed an “all clear” notification will be given
- If there is any damage to the building after the storm, evacuate the building

BOMB THREAT OR SUSPICIOUS PACKAGE

- CALL 9-1-1. (If you cannot place the call have someone else, do it)
- Call Director and/or Sr. Assistant, Facilities Management
- Do not use two-way radios or cellular phones to communicate as radio signals may trigger the device
- Do not shut down, lights, or any electrically operated apparatus as this action could also trigger the device
- Use the same exits as you would for emergencies with personnel standing by to direct the evacuating persons
- Before an evacuation is carried out, a thorough search of the evacuation routes and safe areas must be conducted to ensure that no suspect objects have been placed there. **Do not touch, move or jar any objects of concern**
- Continuous security during evacuation should be a priority
- Once outside, check the surrounding areas for unknown packages, move personnel to the meeting area and keep them as far as possible from the building and where their presence will not interfere with responding emergency personnel

FIRE

- In case of fire - **STAY CALM**

IN CASE OF SMALL FIRE

- Pull the fire alarm and call 9-1-1, then call Director and/or Sr. Assistant, Facilities Management
- Evacuate all persons from the Pavilion
- Authorized personnel will use fire extinguishers if fire is in the incipient stage (no more than 2 fire extinguishers)



EVACUATION PROCEDURES FOR THE PANNILL PAVILION AND GARDENS

DESIGNATED MEETING AREA: THE MALL

GENERAL INSTRUCTIONS

Non-Emergency Palm Beach Police..... 561-838-5454

Be aware of all ESCAPE ROUTES

If the primary ESCAPE ROUTE IS BLOCKED proceed to another exit

Everyone must **leave the area**

EVACUATION PROCEDURES

All Staff members present at the time will:

1. Alert people in the area to begin evacuation
2. Be certain all people in the area are evacuated immediately.
3. Ensure that all persons leave the area
4. Help those who need special assistance—disabled
5. Report to the emergency escape routes and assist patrons, visitors, and guesses with evacuation procedures
6. Quickly move people to away from the area
7. Direct persons to the meeting area
8. Try to conduct a head count or ask questions to see if anyone was left behind
9. Prevent any person from entering the area. Wait for instructions from emergency response personnel to reenter the area

Upon arrival Emergency service personnel will assist in evacuation procedures and conduct an area search to ensure EVERYONE has vacated the premises.

Disaster Recovery Plan

If an emergency or disaster occurs, steps will be needed to be taken if the incident causes more than minor damage(s). In all cases, no recovery efforts or clean-up should begin until the safety of all staff is assured.

Once informed or aware of an emergency or pending disaster (hurricanes, weather etc.). The Disaster Team leaders will meet either in person or by phone. This team, when safe to do so, will assess damages and contact the appropriate department coordinators and formulate a plan for clean-up and or recovery.

- Communications department will be advised of the damage assessment and prepare responses to any media inquiries. The President and Communications Director are the only staff members authorized to communicate information to the media
- Facilities Director will assess any/all damages to mechanicals such as HVAC, boilers, generators etc. and report to the Disaster Response Team leaders and to its department's chairperson
- Director of IT will assess any damage and report its findings to the Disaster Response Team
- Head of Fine Art and Curator will assess and report any damages to the collection directly to the President and to its department's chairperson
- Director of Libraries will assess the any damages to the libraries, both adult and children's libraries and report any findings directly to the President and to the library committee's chairperson
- Director of Programming will assess any damages and report to the Disaster Response Team and to its committee's chairperson

Buildings and Grounds – Director of Facilities (resides on site) will assess any/all damages to the facility after an event or disaster. He will report to the President and the Disaster Response team any findings by phone or in person followed up later by a written report. He will assist the Chief Financial Officer in working with the insurance company if applicable. The Director of Facilities will coordinate with the necessary contractors to resolve/repair any issues, including general contractor, HVAC, plumbing or fire suppression sprinklers. If a hurricane occurs this assessment will also include tree damage and debris removal, as well as irrigation systems inspections. Facilities will assess any damages that might keep public access areas (gardens) closed until it is safe for visitors to return. The facilities department will assist all other departments in the recovery/cleanup process as needed.



DISASTER RECOVERY AND RESPONSE – PHONE TREE

Caller #1	Caller #2	Caller #3	Caller #4	Caller #5	Phone
Ron Minnicks					561-317-9377
	Philip Rylands				561-446-1411
Philip Rylands					
	Cynthia Martsolf				561-657-7180
	Gloria Rex				561-379-8391
Ron Minnicks					561-317-9377
	Luis Cordero				
	Eric Lewa				
	Dan Williams				561-252-2505
	Phillip Barnes				561-889-4280
		Benny Irene			561-307-2979
		Elvio Salazar			786-879-6042
	Sofia Maduro				561-335-9252
		Rebecca Dunham			561-329-3388
			Kristen Rudy		516-528-6808
		Donamarie Vallee			561-262-3244
			Stephanie Grant		561-963-1577
				Linda Araujo	
				Joan Castagnetti	508-397-4239
				Nita Dahl	561-310-7091
				Liz Lamont	
				Deborah Veres	
			Denise Metzner		
				Heidi Roth	561-603-4013
				Carmen Undiano	
				Noelle Watt	
				Ann Michele Worrall	
Gloria Rex					561-379-8391
	Rachel Schipper				352-262-1540
		Susan Harris			561-971-4870
			Amanda Bartmon		
			Jayne Dworman		917-750-5075
			Samantha Merigold		561-301-7195
			Melissa Rubin		
		Betse Gori			561-460-3333
		Autumn Hamann			
		Amanda Kiernan			
		Phil O'Connell			
	Debra Watson				561-389-1031
		Connie Roma			561-601-1800
	Ingrid Berkecz				561-513-0217
		Tricia Laimo			
		Amanda Paisley			561-707-3968
Cynthia Martsolf					561-657-7180
	Gloria Villa				561-507-9296
	Nancy Hulihan				305-804-6060
		Melanie Goldsobel			561-319-2524
			Gabriela Cruz		561-971-4861
		Ron Atkinson			301-385-0542
		Ryan Messing			561-281-9320
	David Darby				586-764-9941
		Kristen Aiello			561-818-8227
		Kelly Rauckhorst			586-995-0038

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Important Buildings and Grounds Contact Info

Conkling and Lewis General Contractors Inc..... Office: 561-833-4441

Greg Lewis – President..... Cell: 561-718-3394

Ken Lewis – Vice President..... Cell: 561-718-3395

Farmer & Irwin Mechanicals: 561-842-5316
(a/c, plumbing & fire suppression)

TCI/Rood Landscaping and Irrigation 772-546-4535

Stanley Steamer Disaster Recovery..... 800-783-3637
(water damage/removal)

Libraries

King Library

Books, General Collection

Books and pamphlets should be frozen or air-dried without opening them or removing their book covers within 48 hours. Blotting excess water can be done with clean paper towels. If the water is very dirty and/or the books are very wet, the library will reorder and replace.

DVD/CD

Do not touch magnetic media with bare hands. Air-dry and/or replace.

Shelving

Metal shelves should be wiped with paper towels and fans can circulate the air in the compact shelving areas. Floor rails need to be dried immediately and/or replaced before collections can be reshelved. If flooding has been in evidence for more than 48 hours, the expectation is that rails and electronic shelving would need to be replaced.

Wood shelving should slowly air dry, after wiping it down to remove excess water. Consultation with a contractor or expert would be necessary to make sure that as much of the Cyprus as possible would be rehabilitated appropriately.

Rare Books

Rare Books are generally considered to be irreplaceable and are housed on the 2nd floor in an interior-walled space that is treated with chemical fire suppression rather than water suppression. Should the Rare Book materials be exposed to water damage, there would be little that could be salvaged, so these items, for the most part, have been digitally preserved in case the originals have been destroyed.

Children's Library

Books, General Collection

Please see above for criteria for retention and/or replacement.

DVD

Do not touch magnetic media with bare hands. Air-dry and/or replace.

Shelving

Wood shelving should slowly air dry, after wiping it down to remove excess water. Consultation with a contractor or expert would be necessary to make sure that as much of the wood shelving as possible could be rehabilitated appropriately.

Structure

The Children's Library has a canopy of skylights. Should the skylights be compromised, much of the collection would necessitate replacement.



Permanent Art Collection

Fine Art Department

The Fine Art Department is responsible for all works of art on campus, including Permanent Collection objects (including all outdoor sculpture) and loaned works (including travelling exhibitions), as well as archival materials and department files. Fine Arts staff shall ensure that these are stored and exhibited in safe and secure locations, according to best practices and professional museums standards, and in a manner designed to eliminate (whenever possible) or mitigate the potential of damage or destruction during a forewarned emergency or unanticipated disaster.

As such, the Fine Art Department maintains its own Emergency Response and Disaster Preparedness Plan, which is part of the Collection Management Policy, that specifically relates to the assessment and recovery of the collections (permanent, loaned, archival materials, files, etc.) before, during, and after an emergency and/or disaster.

Asset Recover and Restore Strategy

One of the most important aspects of SOFA's Business Continuity Plan is the appropriate strategy for the backup and recovery of critical assets (UT systems, infrastructure, networks, etc.). Consideration has been given to the impact on SOFA's assets of potential severe damage to premises or communications systems due to a major disaster. A summary of the company's assets and the agreed recovery strategy are listed below.

PRIORITY	NAME	DESCRIPTION	RECOVERY STRATEGY
1	Facilities	Physical Infrastructure	Dir of IT will conduct an infrastructure site evaluation with the Dir of Facilities to assess damage, dangers, problems, and functionality, also to assess power state and options (commercial or generator) and expected outage situations.
2	Active Directory/File Server	Primary File Server	Work with IDT (SOFA IT vendor) to acquire and setup all server room equipment and software.
3	Data Back-up	Hosted off-site data backup	Work with IDT to acquire and setup all server room equipment and software to begin the restore process
4	LAN	Connectivity to workstations, printers, servers, and other network resources	IT staff will ensure connectivity is restored to all network devices on SOFA network
5	Internet	Connectivity to internet	Work with AT&T and Comcast Business to requisition an internet connection
6	Workstations	Personal desktops	SOFA IT dept. will work with PC hardware provider to acquire replacement desktop computers as needed
7	Laptops	Personal Laptops	SOFA IT dept. will work with PC hardware provider to acquire replacement desktop computers as needed
8	Printers	Printing	SOFA IT dept. will work with PC hardware provider to acquire replacement desktop computers as needed

9	Phone System	Voice communications	Work with AT&T Business to acquire replacement phone equipment if necessary
10	Fax Machines	Fax documents	Work with AT&T Business to acquire and setup necessary equipment
11	Scanners	Scan Documents	SOFA IT dept. will work with PC hardware provider to acquire replacement printers, scanners & copiers as needed
12	Copiers	Copy documents	SOFA IT dept. will work with PC hardware provider to acquire replacement printers, scanners & copiers as needed
13	Facilities Security	Physical operations security	Work with Knight electric and ADT to acquire and setup necessary equipment
14	Internet Security	Internet security & access control	Work with IDT to acquire and setup all server room equipment and software



EMPLOYEE ACKNOWLEDGEMENT FORM

I, _____ (employee's full name)

I hereby confirm that I have read the 'Emergency and Safety Manual' and understand that it describes the emergency information I am expected to know as an employee of The Society of the Four Arts.

Employee Signature _____ Date: _____

HR Signature _____ Date: _____