

East Tennessee Historical Society
601 South Gay Street
Knoxville, TN 37902

Risk Assessment for Field Trips

What hazards are present?

There are no major risks to be aware of in a visit to the East Tennessee Historical Society (ETHS) located in the East Tennessee History Center. There are a few small risks which should be considered. Moderation of risk is discussed within the descriptions which follow:

Traffic: There is downtown traffic to contend with, but traffic on Gay Street is moderate and not heavy. Buses are strongly encouraged to park in the posted bus stop zone in the 300 block of Clinch Avenue. As a one-way side-street, Clinch Avenue receives relatively light traffic—this street does not carry high traffic and all traffic is well regulated. Busses unload students directly onto the sidewalk at this location—not into traffic. There is plenty of sidewalk space for teachers to organize students into single-file lines to take the one-block walk to the corner of Clinch Avenue and Gay Street. Under direct teacher supervision, they will cross at the crosswalk which features traffic and pedestrian signals. The alternate buss loading and unloading location is the 500 or 600 blocks of Gay Street, which again only experiences moderate traffic. Busses pull up to the curb and unload the students directly onto the sidewalk—not into the traffic lanes. If they unload in the 500 block, the street crossing goes according to the description above. If they unload on the 600 block, there is no street crossing involved. ETHS staff will greet the teachers and students at the door of the History Center and oversee the program within the building directly, with teacher assistance in the supervision of students.

Steps: Students enter the building at the corner of Clinch Avenue and Gay Street. There are a few wide steps taken to enter the building, but a ramp is also available for handicap entrance. After entry, the standard student programming is offered on the first floor with no elevators or steps required. There are, however, a couple of steps that students will use if they utilize the restored streetcar in their programming. The streetcar steps have a railing that students and teachers are instructed to hold and there is an adult (ETHS staff or designated teacher) supervising the students entering and leaving the streetcar.

Who will be affected by hazards?

The hazards discussed would affect any participant in the trip—teachers, chaperones, or students.

Emergency Plan information regarding East Tennessee History Center:

In cases of small accidents, ETHS staff will defer to teachers for the handling of the basic needs of students based on their emergency plans and criteria. To assist in the

development of the teacher's plan, please note the following emergency plans used by ETHS for more extreme events:

GENERAL EMERGENCY GUIDELINES

BUSINESS HOURS EMERGENCIES

CHAIN OF COMMAND: Cherel Henderson, Director; Lisa Oakley, Curator of Education

REPORTING A BUILDING-WIDE EMERGENCY: If an emergency occurs during business hours and impacts the safety of personnel and visitors for the whole of the History Center, the ETHS "person in charge"—the Director or the next person in the chain of command—will contact 911 to initiate police or fire department action. Building personnel in private sections of the building will be notified of the emergency.

SAFETY EQUIPMENT

- * There is both a fire extinguisher and a pull station at the Gay Street entrance to the History Center in the main lobby.
- * ETHS fire extinguishers are located throughout the private and public spaces of the building and are the general-purpose ABC dry chemical type. They are properly mounted, highly visible, and easily accessible.
- * Fire exits are strategically located and well marked throughout the building.
- * Wall-mounted flashing fire alarms are visible and there is a building wide intercom system that serves to provide direction in the case of an alarm.
- * There is a disaster/emergency cart located just steps away from the public spaces in the building. This cart includes a first aid kit and other supplies needed in case of emergency.
- * There are two uniformed guards/officers in the building at all times on weekdays. Currently, these guards are employees of the Public Building Authority who manage all security aspects of the building.

EVACUATION PROCEDURES in Case of Fire or Other Emergency:

There are several types of emergencies that necessitate the evacuation of people from the building, from an unexpected power outage to "implications" of disaster (bomb threat) to a large-scale catastrophe (earthquake, explosion, fire, tornado).

- * In the case of fire, the building alarms indicate evacuation. In other instances of emergencies inside the building, the Director or person in charge will alert 911 as to the type of emergency and will order evacuation if directed by emergency authorities.
- * In all cases, ETHS staff oversees the evacuation of visitors from the exhibit galleries—including a check of restrooms—and closes doors behind them as they go. They will leave through the closest available exits or use fire emergency exits, if the normal ones are obstructed.
- * ETHS staff will accompany those who are disabled or who appear to need assistance.
- * Once out of the building, ETHS staff will quickly move people away from the structure and assemble at the designated meeting area—the Clinch Avenue entrance to Krutch Park.
- * Individuals will remain in the meeting area until provided additional directions.

IF FURTHER EMERGENCY PLAN DETAILS ARE NEEDED ON SPECIFIC TYPES OF EMERGENCIES AND DISASTERS, PLEASE CONTACT ETHS.