

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. Buses 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 bus loading and unloading location is the 500 block of Gay Street, which again experiences only moderate traffic. Buses 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. ETHS staff will greet the teachers and students at the door of the History Center and oversee the program within the building. Teacher assistance is expected 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 available for accessible entrance. After entry, the standard student programming is offered on the first floor with no elevators or steps required.

Walking Tours: If the class will be participating in a walking tour around the downtown area, the number of risks increases slightly, but traffic will still be the main risk. While walking around the downtown area, the group of students will be smaller in number than 35, and the guide will go over the following safety guidelines: stay on the sidewalk; do not run; do not walk in front of the guide or behind the adult at the back of the group; move to the right when encountering other pedestrians; and always stay with the group. While walking, the tour guide will be in the front of the group, always watching for hazards (potholes, cracks, etc.) and warning the students and teachers of the hazards. For added safety, there will be an adult (teacher or chaperone) in the middle of the group, as well as an adult behind the group who will keep all students in their line of sight while walking. The group will only cross streets at crosswalks and will abide by the basic rules of pedestrian welfare.

## 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:** Warren Dockter, Director; Lisa Oakley, Vice President & Curator of Education; Dani Manley, Education Program Manager  
Main Office: 865-215-8824

### **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**

- \* Fire extinguishers and pull stations are located throughout the East Tennessee History Center.
- \* Fire extinguishers are the general-purpose ABC dry chemical type. They are properly mounted, highly visible, easily accessible, and inspected regularly.
- \* Fire exits are strategically located and well-marked throughout the building.
- \* Wall-mounted flashing fire strobes are visible, and there is a building-wide intercom system that provides direction when a fire is detected.
- \* There is a first aid kit located at the front desk and on in the History Headquarters classroom space.
- \* There is a uniformed, unarmed security officer in the building during operating hours. Currently, this officer is a contracted employee of the Walden Security and is responsible for 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 Suffrage Statue/Liberty Bell on Market Square, facing Union Avenue.

\* 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.**