



# **THE FOUNDATION OF ARTS**

## **EMERGENCY PREPAREDNESS MANUAL**

# 2015

## TABLE OF CONTENTS

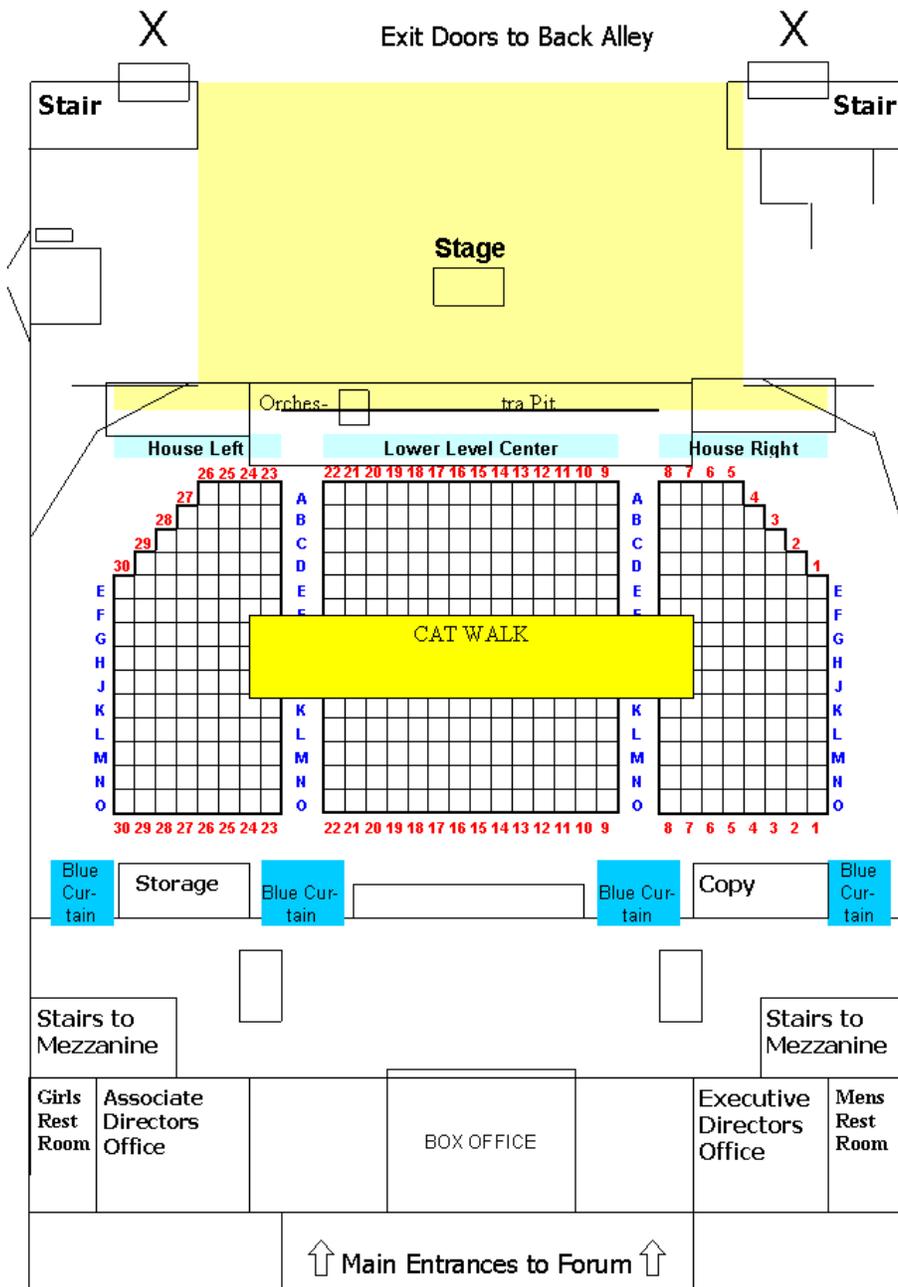
<b>Page</b>	
<b>I.....</b>	<b>Introduction</b>
<b>II,III,IV .....</b>	<b>The Forum Building Diagram</b>
<b>1.....</b>	<b>Contact Information</b>
<b>1.....</b>	<b>Building Emergency Supply Kit</b>
<b>2.....</b>	<b>Medical Emergencies</b>
<b>3.....</b>	<b>Automatic External Defibrillator</b>
<b>4.....</b>	<b>Fire Evacuation</b>
<b>6.....</b>	<b>Earthquake Procedures</b>
<b>7.....</b>	<b>Tornado Procedures</b>

## **INTRODUCTION**

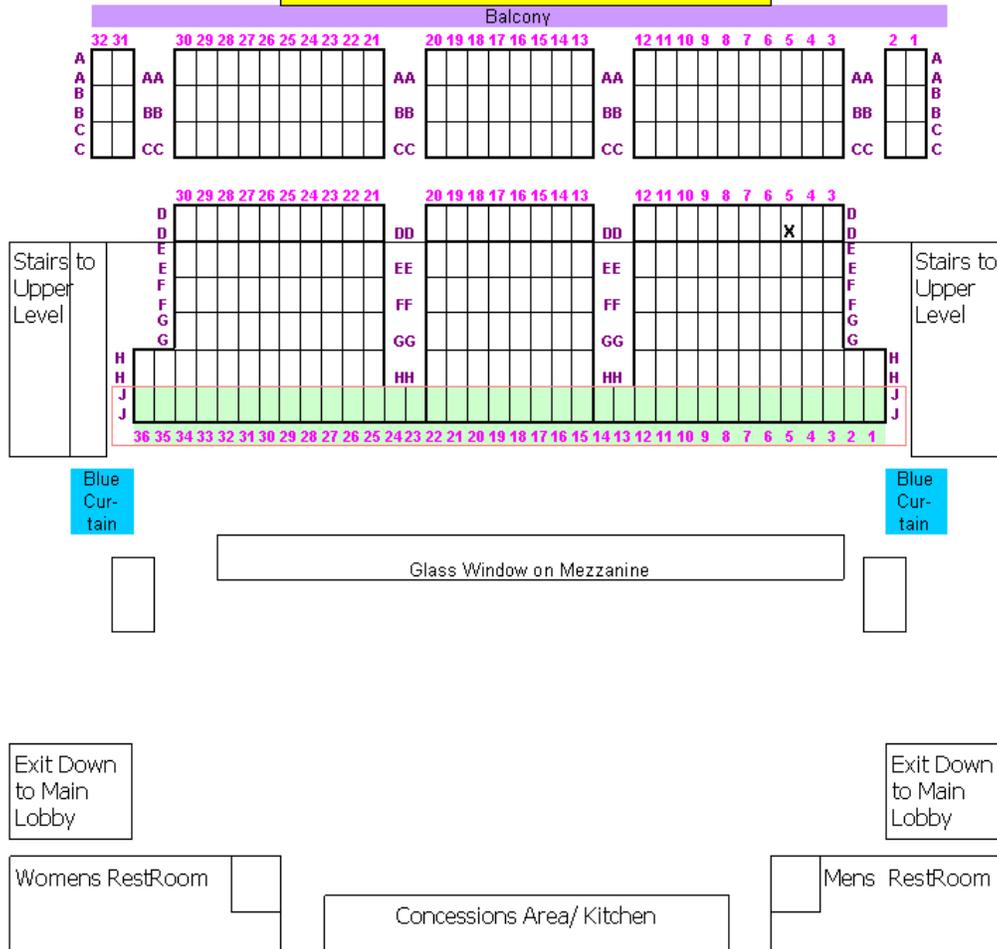
**This manual is a first draft of a necessary tool needed for The Foundation of Arts: particularly, The Forum.**

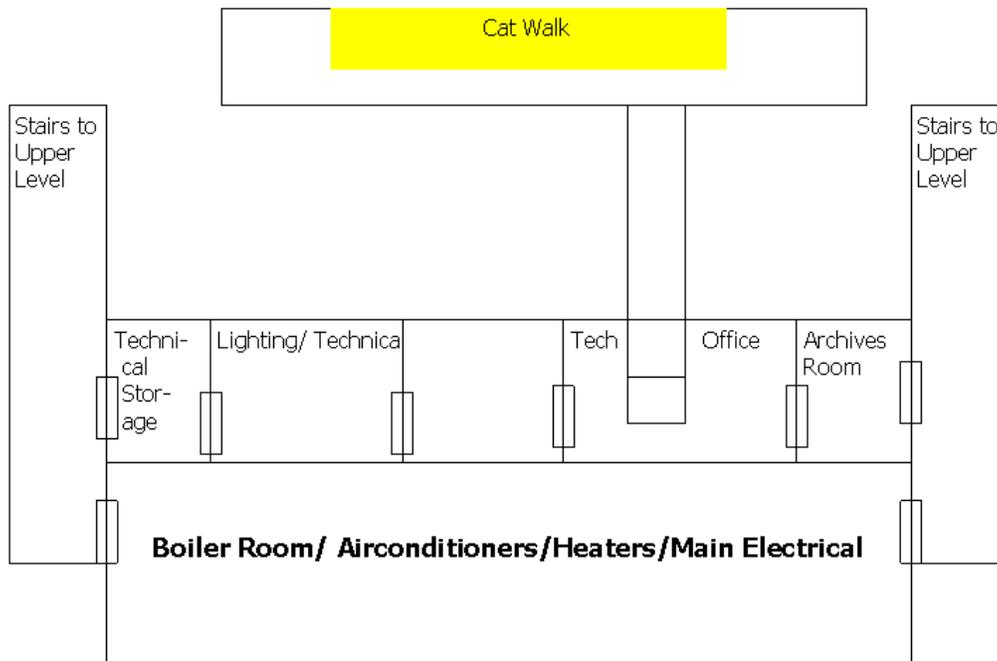
This Emergency Preparedness Manual is structured with the purpose in mind to protect and educate employees for and during an emergency by providing policies, procedures and responsibilities and resources for responding to those specific emergencies.





CAT WALK





---

**Each Employee should have on hand, a copy of this information.**

**Also, a copy for each employee, should be included in the Emergency Procedures Manual.**

**PERSONAL EMERGENCY TELEPHONE NUMBERS for**

**Name:**

Have the following emergency telephone numbers handy:

**Terrorism Hotline - (888) 692-7233**

**Fire Dept 911**

**Police Dept 911**

**Poison Control Center - (212) 764-7667**

**Electric Company**

**Gas Company**

**Oil Company**

**Family Doctor**

**Pediatrician**

**School(s)**

**Day Care**

**Mother's Work**

**Father's Work**

**Local Contact Phone / Out of  
State Contact Phone**

### **BUILDING EMERGENCY SUPPLY KIT**

The Forum should have on hand a minimal amount of the following suggested supplies for use during an emergency:

- First Aid Kit
- Flashlights
- Whistle
- Bull Horn
- Additional copy of Building Emergency Procedures Manual

**The kit should be stored in a centrally located place in the building readily accessible.**

### **Medical Emergencies**

## **Purpose**

To provide guidelines for members of the The Foundation of Arts in the event of a medical emergency

## **Policy**

The Public Safety Department is to be notified immediately at **911** for all medical emergencies since they are best equipped and trained to handle crises

## **Procedures**

### **\*\* Severe to life-threatening emergencies or when the victim is unconscious:**

- Immediately call Public Safety at **911**
- If you are CPR-certified, assess and provide assistance if indicated.
- Gather pertinent information about the victim to relay to emergency personnel.

### **\*\* Moderate to severe non-life threatening emergencies (victim is conscious)**

- Immediately call Public Safety at **911**
- Do not move victim.
- You may move harmful objects away from a seizing patient.
- If you are trained in First Aid, you may assist if indicated.

### **\*\* Non-emergency medical situations:**

- Call Public Safety at **911** to assess and document injury/illness.

-If assessed to be a medical problem that is treatable at the community hospital, transport / escort.

-If assessed to be a medical problem that requires a higher level of care, call 911 for transport to an area hospital.

## **Automatic External Defibrillator (AED)**

\_\_\_\_\_ members of The Foundation of Arts are trained on the operation of the Automated External Defibrillator (AED) and are certified to use this unit to assist anyone who has suffered a sudden cardiac arrest.

One unit is available for the use by The Foundation of Arts. The unit will be located in the Forum Auditorium.

To maximize the effectiveness of the AED's, it is important that any member of the Foundation of Arts calling to access its use, immediately dial Public Safety at

the emergency number **911**. The exact details of the event must be given to the dispatching officer, to include:

Exact location- bldg, floor, rooms, open area location.

Illness or Injury- person passed out, or not breathing, or is experiencing chest pains, or other serious conditions, verbalize as fully and as exact as possible.

All pertinent information that may expedite the response, including the local telephone extension number of the location if available. Consider telling the dispatching officer the quickest route to your location and factors that might slow a response such as a closed area, a construction obstacle, an elevator out of service or other obstacle.

The following is a list of the Foundation of Arts full-time staff.

**Kristi Pulliam** – Executive Director

**LeeAnn King** – Education Programs Manager

**Joe Carr** – Associate Director of Tech and Development

**Carla Bell** – House and Box Office Manager

## **Fire Evacuation**

### **Purpose**

To provide guidelines for members of the The Foundation of Arts to follow upon receiving notification of a fire or a fire alarm.

### **Policy**

Building occupants are required by law to evacuate a building when the fire alarm sounds.

### **Fire Procedures**

If there is a fire in your work area:

- Contact Public Safety via the emergency number, **911**
- If you have been trained and are able to safely extinguish the fire, do so. Make sure, however, that you have a safe exit from the fire area.
- Evacuate the building as soon as the alarm sounds and proceed to the designated evacuation meeting point. Refer to evacuation procedure for persons with disabilities.
- If the fire warden assigned to your building is aware of the fire, follow his/her instructions.
- On your way out, warn others nearby.
- Move away from fire and smoke. Close doors and windows if time permits.
- Touch closed doors. Do not open them if they are hot.

- Use stairs only. Do not use elevators.
- Move well away from the building and go to your designated meeting point.
- Do not re-enter the building or work area until you have been instructed to do so by the Emergency Personnel.

## **Why you need to prepare for the next earthquake**

Earthquakes happen as a regular occurrence in the New Madrid Seismic Zone.

They are recorded as “tremors” and have not affected everyday life in our area, in the past 100+ years.

A series of earthquakes recorded between 1811 and 1812, and again in 1904 are among the “Great earthquakes” of known history, changing the landscape and waterways on the North American continent. The New Madrid Territories were sparsely populated, resulting in a very low loss of life.

That would not be the case, were a major earthquake to occur today. Most public buildings in the Midsouth, and many of the homes are built of masonry, which by and large, are known to crumble in large earthquakes. Without earthquake reinforced measures, which largely have not been utilized, before 1985, in these structures, the results will be devastating.

An inter-plate fault, known as the New Madrid Fault runs the length and parallel to the Mississippi River from near New Madrid, Missouri, to just below Helena, Arkansas. Little is know about these types of faults and much research is needed.

The probability of an earthquake of magnitude 6.0 or greater is significant in the near future. Scientists believe that a quake with the same magnitude of the 1811-1812 or the

1904 earthquakes could result in a great loss of life and property, not if, but when it happens.

It does not necessarily take a major earthquake to inflict hardship. For example, the January 1994 earthquake in southern California was almost a thousand times weaker than the 1964 Alaskan earthquake, but caused billions of dollars in damage and claimed many lives because of its proximity to a populated area.

Fortunately, we can prepare for earthquakes. By identifying our greatest weaknesses, we can set priorities for using our resources most effectively to reduce damage. By becoming aware of the hazards posed by earthquakes and by taking action, we can drastically reduce the loss of life and property, and make Arkansas a safer place to live.

### **Tornado Preparedness and Response**

**1. During a "watch", (when weather conditions are such that a tornado may develop) :**

- a. Do not open any doors or windows; close them all to provide more protection.
- b. Store portable equipment, breakable items, etc., inside building away from shelter areas.
- c. Generally, buses may continue to operate, but drivers should be watchful.

**2. During a "warning" (when a tornado has been sighted and/or has touched down) :**

- a. Secure or store articles, which may act as missiles indoors.
- b. Buses should not operate.
- c. Transportation personnel should be instructed in tornado procedures.

If there is sufficient time to take shelter:

Evacuate room quickly, quietly and orderly.

Check restrooms or nearby vacant rooms for staff or visitors.

Take personal belongings only if they are at a desk and will provide extra protection (large books, notebooks, or coats may be held over head and shoulders).

Once in a shelter, take count of all persons. (Directors and principal administrators should take a similar accounting of staff members.)

Take position for greatest safety by crouching on knees, head down with hands locked at back of neck.

All staff, faculty, administrators, and students should know the “symptoms” of severe thunderstorms and tornadoes.

Selected employees should be trained as “severe weather watchers” or tornado spotters.

With the assistance of authorities, determine and designate the best tornado shelter areas in each building.

In multi-storied buildings:

- Use identified fallout shelters.
- Use basement.
- Use first floor interior hallways.
- Use restrooms or other enclosed small areas away from large glass areas of large open rooms.
- If hallways are not suitable, use the inside wall of a room or rooms opposite side of the corridor from which the storm is approaching.

In one-story buildings:

- Use identified fallout shelters.
- Use basement.
- Use first floor interior hallways.
- Use restrooms or other enclosed small areas away from large glass areas of large open rooms.
- If hallways are not suitable, use the inside wall of a room or rooms opposite side of the corridor from which the storm is approaching.

**END ROOMS GENERALLY SHOULD NOT BE USED.**

In either one, or multi-storied buildings, **restrooms** are usually suitable for small groups, especially if the room is **centrally located**.

Auditoriums, gymnasiums, cafeterias, or other large rooms are least suitable as shelters. Free-span roofs will usually be blown away from this type of room and the walls may collapse.

Rooms with large glass areas should not be used for shelters.

Diagram the building and determine which areas to use as shelters and the quickest way to get there.

- Check space available and number of persons who will use the areas; i.e., match people with space. Tornado drills will help decide how many you can place in protective area.

- Post the tornado shelter plan appropriate to office areas.
- Post in public view, the location of tornado shelters to be used by persons and the route to get there.