

Imminent Danger Emergency Procedures

Historic St. Mary's City

Imminent Danger emergencies indicate an immediate threat of harm or danger to staff and visitors. Imminent danger situations may include the following but are not limited to:

- Gunman in the vicinity.
- Bomb threat or confirmation of a bomb.
- Sudden severe weather.

Once a case of imminent danger is reported to the proper authorities, a siren will sound at the College alerting all in the area, including HSMC staff, to the situation.

All directions below are for the museum guides, and the following is museum policy on how they should respond in an imminent danger or emergency situation.

In cases of imminent danger or any other emergency, the site supervisor or assistant site supervisor is the person-in-charge and should take control of the site and all staff and visitors within that site. Immediate decisions about safety and procedures will be made by the person-in-charge until instructed to do otherwise by museum administration or the authorities.

Imminent danger when your school group is on site:

- **Stay calm** and do your best. **Remember**, the first concern is the safety and well-being of staff and visitors.
- Ask everyone to **remain calm and in their current location** (possibly taking cover in the nearest building). If the danger occurs on your site, notify the site supervisor or assistant site supervisor, if they are unaware of the situation.
- The person-in-charge will **notify the authorities** of the situation by calling **9911, x4911**, and if time, the Visitor Center (x4981 or x4990). The VC staff will activate the phone tree to alert the rest of the staff. Once it is safe to do so, the Education Staff will notify the schools of the situation.
- Once the siren sounds, the person-in-charge will **assign someone to remain near the phone** to await further instructions (if needed).
- As quickly as possible and if safe to do so, **get a head count** of the number of people in your school group.
- **Keep yourself, students and chaperones on site**, out of sight and seated in the nearest building/shelter as much as possible until the *all clear* has been given. Encourage chaperones to remain in place until safety has been assured. *We cannot force adult visitors to remain in place.*
- If evacuation orders have been given by the authorities or museum administration, or if evacuation is required due to some other imminent threat, **proceed in an orderly fashion as quickly as possible** to an area **away** from the danger. This location may be one of the following:
 - Town Center: (inside buildings, Farthings, daffodil gulch)
 - Plantation: (inside buildings, Stricks)
 - Woodland Indian Hamlet: (inside buildings, HH, VC auditorium)

- Waterfront: (State House, Farthings, building at the college)
- Buses
- A decision may be made by the authorities or museum administration whether to evacuate/close the museum and whether to proceed with school tours. Follow instructions in a calm and orderly manner.
- If teachers decide to leave with their students, consult with those teachers, the site supervisor and, if possible, museum administration and education staff to determine how safe it will be for them to depart the site.

Sudden Severe Weather On Site

Sudden severe weather that pose an imminent threat include but are not limited to: Tornados, lightning storms, etc.

- If you become aware of imminent severe weather and *there is time* notify the person-in-charge, they will:
 - Call Public Safety (x4911) and alert them to the imminent weather situation. They should sound the alarm with accompanying instructions (?) **OR**
 - Call the VC (x4990/x4981) and alert them to the imminent weather situation. The VC staff will activate the phone tree to alert the rest of the staff. The Education Staff will notify the schools of the situation.
- **Stay calm** and do your best. **Remember**, the first concern is the safety and well-being of staff and visitors.
- Once the alarm (and possibly accompanying instructions) is given, the person-in-charge will take control of the site.
- *Staff and visitors may need to immediately seek shelter.*
- **Assist students and chaperones seeking shelter in the nearest location.** Once in place and only if safe to do so, work as quickly as you can to **get a head count** of the number of people in your school group.
- As much as possible, keep staff and visitors in the nearest shelter until you receive the *all clear* or further instructions. *We cannot force adult visitors to seek shelter or remain in place.* If further evacuation is required or ordered by the authorities or museum administration, **proceed as quickly as possible in an orderly fashion** to the designated safe places for each site.
 - Town Center: (inside buildings, Farthings, daffodil gulch)
 - Plantation: (inside buildings, Strick's)
 - Woodland Indian Hamlet: (inside buildings, HH, VC auditorium)
 - Waterfront: (State House, Farthings, building at the college)
 - Buses
- A decision may be made by the authorities or museum administration whether to evacuate/close the museum and whether to proceed with school tours. Follow instructions in a calm and orderly manner.
- If teachers decide to leave with their students, consult with those teachers, the site supervisor and, if possible, museum administration and education staff to determine how safe it will be for them to depart the site.

Imminent danger when your school group is en route (you hear the siren):

- **Stay calm** and do your best. **Remember**, the first concern is the safety and well-being of staff and visitors.
- The lead museum teacher is the person-in-charge.
- The person-in-charge will call the education staff (x4980/x4979). When it is safe to do so, the education staff will notify the schools of the situation.
- The person-in-charge will **assign someone to remain near the phone** to await further instructions (if needed).
- As quickly as possible and if safe to do so, **get a head count** of the number of people in your school group.
- Ask everyone to **remain calm and seated** on the bus. **Continue on to your next stop**, unless you know that doing so will bring you closer to the threat. If it is safe to do so, stay in place on the bus. If evacuation is required or ordered by the authorities or museum administration, **proceed as quickly as possible in an orderly fashion** to the designated safe places for each site.
 - Town Center: (inside buildings, Farthings, daffodil gulch)
 - Plantation: (inside buildings, Strick's)
 - Woodland Indian Hamlet: (inside buildings, HH, VC auditorium)
 - Waterfront: (State House, Farthings, building at the college)
- As much as possible, keep staff and visitors in the nearest shelter until you receive the *all clear* or further instructions. *We cannot force adult visitors to seek shelter or remain in place.*
- A decision may be made by the authorities or museum administration whether to evacuate/close the museum and whether to proceed with school tours. Follow instructions in a calm and orderly manner.

Sudden Severe Weather when your school group is en route:

- **Stay calm** and do your best. **Remember**, the first concern is the safety and well-being of staff and visitors.
- The lead museum guide is the person-in-charge.
- The person-in-charge will call the VC (x4990/x4981) and the Education Staff (x4980/x4979). The VC staff will activate the phone tree to alert the rest of the staff. The Education Staff will notify the schools of the situation.
- The person-in-charge will **assign someone to remain near the phone** to await further instructions (if needed).
- *Staff and visitors may need to immediately seek shelter.*
- **Assist students and chaperones seeking shelter in the nearest location. Proceed as quickly as possible in an orderly fashion** to the nearest shelter.
 - Town Center: (inside buildings, Farthings)
 - Plantation: (inside buildings, Strick's)
 - Woodland Indian Hamlet: (inside buildings, HH, VC auditorium)
 - Waterfront: (State House, Farthings, building at the college)
- Once in place and only if safe to do so, work as quickly as you can to **get a head count** of the number of people in your school group.
- As much as possible, keep staff and visitors in the nearest shelter until you receive the *all clear* or further instructions. *We cannot force adult visitors to seek shelter or remain in place.*
- A decision may be made by the authorities or museum administration whether to evacuate/close the museum and whether to proceed with school tours. Follow instructions in a calm and orderly manner.