



Frank Lloyd Wright Trust

UNITY TEMPLE EMERGENCY RESPONSE PLAN

Fire and Emergency Services – 911

Unity Temple Sales Desk– (312) 994-4049 (4049 internally) – Office 4047 & 4048

931 Recep. Desk: (ext. 3812) or (708) 708-725-3812

H&S Caretakers Cell: (708) 609-0176 H&S Museum Shop: (ext. 6005) or (708) 848-1606

Rookery – (ext. 4000) 312-994-4000 Rookery Shop (ext. 4017) 312-994-4017

Robie House Museum Shop: (ext. 4055) (312) 994-4055

Bellwood Merch. Center – Merch. Operator: (ext. 6002) (708) 848-9518

INTRODUCTION TO EMERGENCIES

Many emergencies can be prevented by a careful inspection each day of your area and reporting possible problems by filling out a hazard or incident report or informing **Unity Temple Daily Operations Manager or Guest Relations Representative**.

In the event that you see or are informed of an emergency, please stay calm and follow the instructions on the following pages.

VIOLENT STORMS

Thunder and lighting, high winds, tornado or snow and wind may occur.

1. Remain **CALM**. You are a role model.
 2. If a tornado or high wind warning has been announced carefully move your group to the basement of the Temple – in office. (Radio is in office (crank if no power) to monitor conditions. Radio has a flash light. Additional flashlights are with radio, there is a rechargeable flashlight near door to office.)
 3. Stay away from glass doors and windows.
 4. There is emergency lighting in Unity House. The exit signs provide some emergency lighting in the Basement of Church, there is not emergency lighting in this area.
 5. Monitor the battery radio in office for the all clear signal, or listen for village all clear signal.
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IF AN ELECTRICAL POWER OUTAGE OCCURS:

1. Remain **CALM**. You are a role model. Provide assistance to visitors and staff in your immediate area.
 2. If you are in an unlighted area, proceed cautiously to a doorway with outside light.
 3. Be mindful of public safety and the security of the collection. Do not give tours. **DO NOT** leave groups unattended, let visitors go into darkened areas, or up and down stairs if it can be avoided.
 4. If you have an emergency or need assistance, use your walkie-talkie (channel 4) or dial **(312) 994-4048 (or 4047) to reach staff in basement (you can dial last 4 number from FLWPT phones)**
 5. Stand by for instructions from a staff member. If instructed to evacuate, proceed to the designated area.
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VIOLENT PERSONS

If you or a visitor feels threatened by another person or a collection object is threatened by a visitor:

1. Remain **CALM**. You are a role model.
2. Self preservation before historic preservation.
3. If possible, use your walkie-talkie (channel 4) or dial **(312) 994-4048 (or 4047) to reach staff in basement (you can dial last 4 number from FLWPT phones)** from the closest phone to reach the Unity Temple Tour Sales Desk (4049). Give your location and problem. Staff will get help to your area.
4. Call desk in Oak Park if you need additional assistance **(708-725-3812) (3812 from FLWPT phone.)**
5. Evacuate visitors and yourself from troubled person and area.
6. If all else fails, dial 911 to bring Fire Department and Police to the area.

IF A WATER LEAK OCCURS:

Serious water damage can occur from a number of sources: burst pipes, clogged drains, broken skylights or windows, or construction oversights.

1. Remain **CALM**. You are a role model.
2. Notify staff via use your walkie-talkie (channel 4) or dial **(312) 994-4048 (or 4047) to reach staff in basement (you can dial last 4 number from FLWPT phones.)** Advise them of exact location and severity of the leak. Indicate whether any part of the collection is in imminent danger. Staff will notify the appropriate people.
3. If there are electrical appliances or electrical outlets near the leak, use extreme caution. If there is any possible danger, evacuate the area. (See Evacuation Procedures)
4. If you know the source of the water and are confident of your ability to stop it (i.e., unclog the drain, turn off water, etc.), do so cautiously.
5. Be prepared to assist as directed in protecting art objects that are in jeopardy. Take only essential steps to avoid or reduce immediate water damage: put a trash bucket under leak etc., carefully move light objects out of emergency area

EXPLOSIONS:

Chemical accidents, leaking gas, faulty boilers, bombs, or even falling aircraft could all be the cause of life-endangering explosions.

1. Remain **CALM**. You are a role model.
2. Be prepared for further explosions. Crawl under a table or desk.
3. Stay away from windows, mirrors, overhead fixtures, filing cabinets, bookcases and electrical equipment.
4. If evacuation is ordered, proceed to the designated area.
5. **DO NOT** move seriously injured persons unless they are in obvious, immediate danger (fire, building collapse, etc.)
6. Open doors carefully. Watch for falling objects.
7. **DO NOT** use matches or lighters.
8. **DO NOT** use telephones or electronic equipment.
9. **DO NOT** spread rumors.

IF A CHEMICAL SPILL OCCURS:

1. If toxic chemicals come in contact with your skin, immediately flush the affected area with clear water.
2. Notify staff - use your walkie-talkie (channel 4) or dial **(312) 994-4048 (or 4047) to reach staff in basement (you can dial last 4 number from FLWPT phones.)** Advise staff of the extent and location of the spill.
3. If there is any possible danger, evacuate the area. (See Evacuation Procedures).

IF A CHEMICAL FIRE OCCURS:

1. Remain **CALM**. You are a role model.
2. Never allow the fire to come between you and the exit.
3. All chemical spills and fires, no matter how small, must be reported to the Director of Restoration & Facilities.
4. See Fire- notes below

MEDICAL EMERGENCY STAFF- IF A STAFF MEMBER, OR VOLUNTEER IS ILL OR INJURED:

1. Remain **CALM**. Carefully estimate the extent of the injury call **911** if needed.
Be prepared to give your exact location and type of injury.
 2. **ALWAYS** notify staff via walkie-talkie (channel 4) or dial **(312) 994-4048 (or 4047) to reach staff in basement (you can dial last 4 number from FLWPT phones)**
 3. Staff members will dispatch personnel to your area and determine what additional treatment or action is needed.
 4. Unless it is life-threatening situation, do not attempt to render any first aid before emergency personnel arrive.
 5. Do not attempt to move a person who has fallen and appears to be in pain.
 6. Avoid unnecessary conversation with, or about, the ill or injured person. You might increase the person's distress or fears, and thereby contribute to medical shock. Limit your communication to quiet reassurances.
 7. After the person's needs have been taken care of, and the incident is concluded, remain on call to assist with pertinent information for the **Personal Incident Report** and, where applicable, the Workers' Compensation report. Jot down your recollections to assist your memory in case of future questions.
 8. Contact the Human Resources Manager with any questions concerning Workers' Compensation or Medical Insurance.
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WHEN A VISITOR APPEARS TO BE ILL OR INJURED:

1. Remain **CALM**. Carefully estimate the extent of the injury call **911** if needed.
Be prepared to give exact location and extent of injury.
 2. If you are giving a tour, keep the rest of your group together.
 3. **ALWAYS** notify staff via use your walkie-talkie (channel 4) or dial **(312) 994-4048 (or 4047) to reach staff in basement (you can dial last 4 number from FLWPT phones)**
 4. Unless it is a life-threatening situation, do not attempt to render first aid before emergency personnel arrive. For minor injuries, a first aid kit is located in the Unity Temple Tour Office. The first aid material is to be applied only by the injured person, parent, teacher, or guardian.
 5. **DO NOT** attempt to move a visitor who has fallen and who appears to be in pain.
 6. Avoid unnecessary conversation with, or about, the ill or injured visitor, or members of his/her party. You might increase the person's distress or fears, and thereby contribute to medical shock. Limit your communication to quiet reassurances.
 7. **DO NOT** discuss the possible cause of an accident or any conditions which may have contributed to the accident. Under **NO** circumstances should an employee or volunteer discuss any insurance information with members of the public.
 8. After the visitor's needs have been taken care of, and the incident is concluded, remain on call to assist with pertinent information for a **Personal Incident Report**. Jot down your recollections to assist your memory in case of future questions.
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BURGLAY, ROBBERY, VANDALISM:

The volunteers and staff who walk through the museum every day are our first line of defense to theft and burglary. Please notify staff whenever you find doors ajar, unlocked, people walking unescorted through the museum, or believe that an object is missing or moved. Your efforts are always appreciated.

IF YOU ARE PARTY TO A ROBBERY (FACE TO FACE)

1. **COOPERATE FULLY WITH ROBBER!!!! DO NOT TRY TO STOP ROBBERY.**
2. IF you are at front desk and need assistance push assistance button at front desk.
3. When it is possible notify **staff via walkie-talkie (channel 4) or dial (312) 994-4048 (or 4047) to reach staff in basement, 4049 for Front Desk (you can dial last 4 number from FLWPT phones.)**
3. Provide description of suspect.

IF YOU KNOW A BURGLARY HAS TAKEN PLACE (BREAK IN OR FORCED ENTRY WHEN BUILDING IS EMPTY)

1. Protect the crime scene.
2. Immediately Notify **staff via walkie-talkie (channel 4) or dial (312) 994-4048 (or 4047) to reach staff in basement, 4049 for Front Desk (you can dial last 4 number from FLWPT phones.)**
3. Call the Oak Park Police non-emergency number (708) 386-3800.

VANDALISM OF PROPERTY

1. Notify police (use non-emergency phone number) (708) 386-3800
2. Immediately **Notify staff via walkie-talkie (channel 4) or dial (312) 994-4048 (or 4047) to reach staff in basement, 4049 for Front Desk (you can dial last 4 number from FLWPT phones.)**
3. Document all damage to property on property incident report.

LOST KEYS - Notify the Preservation Architect and Facilities Administrator immediately.

EVACUATION PROCEDURE

In advance, each staff person, and volunteer should:

1. Understand this evacuation plan.
2. Know at least two ways out of the building from your regular workspace.

When you hear the fire alarm or are told to evacuate the building:

1. Remain **CALM**. PEOPLE SAFETY FIRST. You are a role model.
 2. If you see a fire, but alarm is not sounding dial 911 as soon as you are personally safe and way from building.
 3. Instruct visitors to leave the building in an orderly fashion and escort them to the appropriate EXIT. Keep all groups together.
 4. Leave quickly. As you leave check nearby restrooms, copier rooms, closets etc., for people.
 5. Accompany and assist handicapped personnel, visitors, and co-workers who appear to need calm direction or assistance.
 6. Do not attempt to take large or heavy objects. Take only your purse and car keys.
 6. Shut all doors behind you as you go. Closed doors can slow the spread of fire, smoke and water.
 7. Proceed as quickly as possible, in an orderly manner. Do not push or shove. Instruct every one to hold handrails when walking on stairs.
 8. Once out of the building, meet on North side of Lake St. on lawn of First United Church. Keep your group together. **DO NOT** allow visitors to enter or re-enter building for any reason. Wait for further instruction.
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FIRE

Good prevention measures is the best way to prevent a fire. There is no reason for us ever to have such a fire if we continue to promote sound fire prevention practices, report all hazards to core staff and educate ourselves on all aspects of fire prevention.

IF A FIRE OCCURS:

1. Remain **CALM - PEOPLE SAFETY FIRST**. Remember you are a role model.
 2. Dial **911**. Immediately Notify staff via walkie-talkie (**channel 4**) or dial (**312**) **994-4048 (or 4047) to reach staff in basement, 4049 for Front Desk (you can dial last 4 number from FLWPT phones.)**. Be prepared to give your location and problem.
 3. Evacuate your area- escort all visitors outside (See Evacuation Procedure). Close doors behind you. If you witness a fire, pull the hand pull station if alarm is not already sounding. This will alert others to evacuate building and notify fire department.
 4. **DO NOT** allow visitors to re-enter the building.
 5. After the above have been done, you may:
 - a) If the fire is small, attempt to put it out with a fire extinguisher. Do not jeopardize your personal safety.
 - b) Never allow the fire to come between you and the exit.
 - c) Disconnect electrical equipment that is on fire if it is safe to do so.
 6. Do not break windows. Oxygen feeds fire.
 7. Do not open hot doors. Before opening any door, touch it near the top. If a door is hot or smoke is visible, do not open the door.
 8. Do not attempt to save possessions at the risk of personal injury.
 9. Do not return to the emergency area until instructed to do so by emergency personnel.
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BOMB THREATS & SUSPICIOUS OBJECTS

It is possible, although highly unlikely, that any staff member might receive a threatening telephone call, letter, a suspicious parcel, or discover a suspicious object somewhere on the premises.

IF YOU RECEIVE A TELEPHONE THREAT:

1. Remain CALM. Remember you are a role model.
2. Listen carefully. Be polite and show interest. Try to keep the caller talking, so that you can gather more information.
3. If possible, write a note of information during, or as soon as the caller hangs up, Immediately Notify staff via **walkie-talkie (channel 4) or dial (312) 994-4048 (or 4047) to reach staff in basement, 4049 for Front Desk (you can dial last 4 number from FLWPT phones)** and write down as many details as you can remember. This information will be needed by the police interviewers.
4. Core staff will notify police.
5. Promptly write down as many details as you can remember. This information will be needed by the police interviewers.
6. Do not discuss the threat with other staff, volunteers, or visitors.
7. Be guided by the core staff and Police Department. If evacuation is ordered, proceed to the designated area.

IF YOU RECEIVE A WRITTEN THREAT OR A SUSPICIOUS PARCEL, OR IF YOU FIND A SUSPICIOUS OBJECT ANYWHERE ON THE PREMISES:

1. Keep anyone from handling it or going near it.
2. Notify staff via walkie-talkie (channel 4) or dial (312) 994-4048 (or 4047) to reach staff in basement, 4049 for Front Desk (you can dial last 4 number from FLWPT phones.)
3. Do not call the police yourself. A staff member will notify appropriate law enforcement and public safety agencies.
4. Promptly write down everything you can remember about receiving the letter or parcel, or finding the object. This information will be needed by police interviewers.
5. Remain **CALM**. Do not discuss the threat with other staff members or visitors.
6. Be guided by the Police Department. If evacuation is ordered, proceed to the designated area.