

<b>UNIVERSITY OF ROCHESTER MEMORIAL ART GALLERY EMERGENCY PROCEDURE</b>		
<b>SUBJECT: GENERAL EVACUATION PLAN</b>	<b>DATE: 1/06</b>	<b>NUMBER: 2.1</b>
<b>APPROVED BY: Mark Cavanaugh</b>		<b>PAGE: 1 of 2</b>

When an emergency situation develops during opening hours that necessitates the evacuation of the facility, the fire alarm is sounded, and/or security personnel will announce that the building should be evacuated.

**All visitors and staff are required to leave the building.**

Security personnel and other Gallery staff will direct visitors to the closest available exit.

If it is safe to do so, MAG staff should immediately:

1. Lock up files or remove all classified materials and valuables.
2. Shut down all potentially hazardous operations (i.e. carpentry, mechanical equipment, the kiln, and the gas supply for acetylene torches, stove) and secure hazardous materials such as highly flammable chemicals.
3. Use nearest route of egress unless directed otherwise by Security personnel. Close (but do not lock) doors and windows behind you. No one will be allowed to re-enter the building.
  - Under the direction of the School Tours Coordinator and the Creative Workshop Coordinator, Workshop teachers and School Tour guides will ensure classes and tours are fully evacuated.
  - If conditions permit, MAG security staff will sweep the Pavilion and buildings to the west during the evacuation process to ensure that all spaces are vacated.
  - If it is safe to do so, before exiting the building the Events Coordinator and the Programs Coordinator will direct their staff to ensure evacuation is complete by checking restrooms, hallways, and foyers.
  - The Cutler's Restaurant Manager will ensure that restaurant patrons are evacuated.
4. MAG staff should report outdoors at the front of the building by the sculpture pavilion entrance, or as directed by Security personnel. *Note:* No one should leave without notifying his/her supervisor.
  - Creative Workshop staff, Education Office staff, Administrator of Volunteers and School Tours, docents, and all tours, classes and programs should congregate in the upper level of the North Goodman parking lot.
  - Adult visitors should be directed away from the Museum and to the upper level of the North Goodman parking lot.

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- Disabled individuals who cannot leave the building should be assisted, if it is safe to do so. If it is not possible, they should be directed to an enclosed stairwell (the north stairwell of the Memorial Art Gallery Building, or the back of the Cutler Union Building). The security officer in that area will notify the MAG Security Officer and/or the Rochester Fire Department (RFD) immediately, who will arrange to evacuate the individual.
5. MAG Coordinators (School Tours, Events, Creative Workshop, Programs, Food Services) and MAG Department supervisors will account for all staff. They will immediately report any person who is not present to the MAG Security Officer, who will inform the Rochester Fire Department so that rescue operations or other actions can be undertaken to locate the individual(s).
  6. *If there is no immediate risk*, the MAG Security staff will remain in the building as directed by the MAG Security Officer until the RFD, RPD, or UR Security arrive and assume direction.
  7. **Disaster Recovery Team:** After signing in with your supervisor at the congregation point, report to your Emergency Response Plan supervisor at the location described in “ERP Roles and Responsibilities” (Section 5) to receive your instructions for the recovery operation.

