

Emergency Procedures Manual



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Revised May 2008

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Miami Children's Museum

Emergency Call-Down Procedure

In the event of an emergency, the Emergency Call-Down Procedure detailed in this document must be adhered to. Emergencies may be defined as follows:

- Fire
- Major theft
- Multiple child/staff/visitor illness
- Life threatening injuries
- A major accident
- Bomb threat
- Hostage situation
- Terrorist threat
- Suspected Anthrax-type powder

First and foremost, **REMAIN CALM**. If you remain calm, others will likely remain calm also.

Follow the Priority Call List below

1. Director of Facilities: John Laurence, radio (any channel), MCM phone ext. 131, (c) 305-775-1736
2. CEO Deborah Spiegelman, MCM phone ext. 118, (c) 786-253-5437 and Marsha Rosa who shall serve as the administrative Staff member ext 102
3. Director of External Relations: Hannah Hausman: MCM phone ext. 103, (c) 786-543-1763
4. CFO Marisol Slaton MCM phone ext 115, (c) (305) 775-9039
5. Security, Rita Fernandez, radio (any channel), phone ext. 138
6. Any other Senior Management Staff (all should be notified in due course)
 - a. Amy Padolf, ext. 120, (c) 305-746-2822
 - b. Mike Neufeld, ext. 125, (c) 305-439-5791
7. MCMCS Principal or Lead Teacher, Nina Cortina, school 305-329-3758, (c) 786-247-7342
8. MCM managers, as needed
9. General staff, as needed

The call-down procedure must be adhered to, to ensure the safety of all children, visitors and staff. Failure to follow the proper protocol could result in crucial wasted time instead of quicker response by the proper authorities who are qualified to deal with the specific situation. Additionally, failure to comply with the call-down procedure may lead to disciplinary action, up to and including termination.

LIFE SAFETY

Safety First

The safety and well being of all visitors, guests and staff in our care is of paramount importance to the Miami Children's Museum. Safety is an all-encompassing concept that guides all of the Museum's programs.

General Information

The Museum's Emergency Plan is updated periodically. This plan includes the Museum's policies and procedures for hurricanes and other emergencies.

All staff members are expected to familiarize themselves with this plan.

Staff members are expected to cooperate fully in periodic fire drills, evacuations, and other safety procedures.

Any perceived safety hazards within or near the Museum are to be reported immediately to the Facilities Manager and the CFO.

All accidents involving staff members or visitors should be reported immediately to Security and the CFO no matter how insignificant the accident may appear. A written report is to be prepared in each case and a copy must be provided to the CFO.

First aid supplies are available in four locations throughout the building: At the security office, in the early childhood gallery snack room, in the staff lounge on the second floor, and in the exhibits shop.

Background

Tens of thousands of patrons visit the Miami Children's Museum (MCM) annually. It is the responsibility of every staff member, volunteer, docent or MCM representative to ensure that their visits are stimulating and pleasurable. Part of this responsibility is to ensure the safety and well being of all visitors and staff. The following emergency procedures have been established to ensure safety at MCM for both visitors and staff members alike.

The Miami Children's Museum developed this Emergency Plan to help you when faced with an emergency or crisis. This plan will be revised and updated regularly to ensure accurate and timely information. Staff members should periodically review the plan to ensure familiarity with the procedures and their location in this plan when faced with an emergency or crisis.

It is recommended that all staff members keep one copy of this plan in their work area and one copy of this plan at their home (in case of an emergency during off-hours or on weekends).

In the unlikely event of an emergency, the Facility Manager must be contacted immediately. The Facility Manager is trained in crisis and emergency management and is thoroughly versed in emergency response procedures.

As in any crisis, the first and most important thing to remember is not to get excited. A person who is calm and in control will be able to respond appropriately to any crisis. In an emergency, you should maintain your tone of voice and provide calm and accurate instructions to staff and visitors.

The timeliness and accuracy of information is essential to effective crisis management. Therefore, it is critical that only MCM's designated spokespersons provide information to outside sources and that all information flow continuously through the designated spokesperson who shall be the Director of External Relations.

If the Director of External Relations is not available, the Executive Director will be the designated spokesperson. To provide accurate and consistent information, the designated spokesperson will be the only MCM staff member authorized to respond to inquiries or requests for information.

Emergency Response

MCM's Facility Manager or a designated senior staff member is always on duty whenever the Museum building is open. They are first in line to respond.

Because MCM is within the City of Miami's boundaries, the City of Miami Police and/or City of Miami Fire Department are responsible for responding once an emergency is declared.

Who to Contact in Case of an Emergency

Under most circumstances, staff should not directly contact the Police Department or Fire and Rescue Department or directly respond to outside inquiries without proper authorization.

In most cases the Facility Manager and/or security officer on duty are the only authorized individuals to contact the local authorities. In case of an accident or emergency, staff should contact the Facility Manager. If the Facility Manager is not available, they should contact their immediate supervisor or the Executive Director.

In case of a life threatening incident staff should call 911 immediately and then notify the Facility Manager or the Executive Director immediately after contacting outside authorities.

Staff is authorized to directly contact the Police Department or Fire and Rescue Department under the following circumstances:

- Major, life-threatening accident or emergency that requires immediate action, for example:
 - Individual has fallen down the stairs and has suffered severe injuries and/or is bleeding.

- Individual is suffering a heart attack, stroke, seizure or other life threatening condition.
 - Armed and/or dangerous individual has entered the premises.
- Non- major accident or emergency that the staff member believes may require medical attention and the Facility Manager or other designated individual cannot be reached.

After notifying the appropriate individuals, a formal, written incident report must be completed and submitted to the CFO.

Slips, Trips, and Falls

Accidents happen! There's no way around it, but there are ways to avoid some of the more common ones. Here are some tips to prevent slips, trips, and falls.

Avoiding Slips:

- Identify and promptly clean spills and other wet areas (e.g., after rain).
- Watch for hidden up or down steps especially when turning corners or exiting a dwelling.
- Be extra careful around smooth surfaces that have been waxed or are wet with water or oil.
- Watch for mats and carpets that are not attached to the floor.
- Watch for loose flooring like tiles, bricks, pavement, or floorboards.

Avoiding Trips:

- Keep walkways clear of obstacles.
- Store materials out of the way by utilizing closets, cabinets, and shelves.
- Position electrical cords so as to be avoided by walking traffic.
- Keep floors as tidy as possible by picking up dropped items.
- Keep drawers closed.
- Keep stairs and exits clear.

Avoiding Falls:

- Check proper lighting, especially in stairwells.
- Avoid makeshift ladders such as furniture or a stack of boxes.
- Repair or replace stair treads that are cracked, worn, or loose.
- Wear safe shoes with non-skid soles.
- Keep all four legs of a chair on the floor when sitting.
- Never jump, always lower yourself from docks, trucks, or work stages.
- Get help when carrying large or awkward loads.

Incident Reports

An incident report is to be prepared for all accidents that happen on the museum premises. Whoever witnesses the event should write the report as soon as possible after the accident. A copy of the report should be submitted to the Executive Director, Facility Manager and the CFO.

Safety Documentation

If you should witness any unsafe practice or environment contact your supervisor immediately. You may be asked to fill out a Witness Statement of an Incident Report to document your observation. Be sure to fill it out promptly and completely.

In the unfortunate circumstance that you are injured in the workplace, you will be asked to fill out an Incident Report. After receiving any necessary medical attention, the CFO, in conjunction with ADP, will then complete the form and investigate the accident.

All of the above reports are considered legal documents and should be taken very seriously.

Safety Inspections

Our insurance carrier provides periodic safety inspections of the premises as does the local City of Miami Fire Department. In addition, all supervisors and employees will help by inspecting their departments periodically for any hazards or unsafe conditions. Any observations should be reported to the Facility Manager as soon as possible for correction. Employee and patron traffic areas will be inspected informally on a daily basis by the Facility Manager and Exhibits Manager.

OSHA

The Occupational Safety and Health Administration was established by the Occupational Safety and Health Act of 1970. This government agency is responsible for regulating safety in the workplace.

As part of the USE overall Safety and Health Program, a chemical hazard communication program has been established and is in use. The Hazard Communication Program is designed to comply with the OSHA Hazard Communication Standard and Florida's Right-to-Know Law. The Hazard Communication Program applies to all work areas at USE where hazardous chemicals are known to be present. The Safety Department will ensure the proper training, assist in the compliance, and evaluate procedures as necessary.

The main objective of the Hazard Communication Program is to prevent occupational injuries and illnesses related to chemical exposure by educating employees about workplace hazards. USE ensures that information for safe use, handling, and storage of hazardous materials is provided to employees. This program provides for training and information to recognize and safely handle hazardous chemicals during routine and not-routine assignments. All process safety and EPA risk management information is available to all employees.

FIRE EMERGENCIES

Fire Safety

The purpose of the Fire Safety Program is to protect employees and MCM property. The program is used in conjunction with other site standards and operations which augment fire prevention on MCM property. The Facilities Management Department utilizes the combined efforts of its staff and the local fire department to enforce fire codes and to promote the Fire Safety Program.

When it comes to fire prevention and safety, everyone is involved. It is important for every employee to know the location of the following:

- Fire alarm pull stations
- Nearest phone and emergency phone numbers
- Nearest fire extinguisher
- Evacuation routes
- Alternates or secondary evacuation routes

When a fire does occur, the **CALL method** listed below should be implemented:

Call the Security Desk stating your name, location and type of fire

Alert others in the vicinity

Leave the immediate area

Listen for further instructions

Fire extinguishers should only be used to assist in the evacuation of a building. They are not intended to fight fires. Our staff is not trained to fight fires, only to evacuate people from areas of danger.

Fire Drills

Fire and emergency evacuation training and drills are conducted annually, at a minimum. Any attendant new to the museum will receive evacuation training.

Charter School and Early Childhood groups and classes will perform mandatory **monthly** fire and evacuation drills. The drills will occur on or about the third week of every month. Mandatory monthly fire drill logs for both groups will be maintained by the Director of Facilities, the Charter School principal and the Early Childhood Programs Manager. Monthly logs must be maintained to comply with Fire Department, Miami-Dade County Public Schools and other licensing requirements.

During a fire drill everyone must exit the building. Once outside, everyone **must** maintain a minimum 100 foot distance from the building until the Director of Facilities determines that the

building is safe, before anyone may reenter. No one is permitted to reenter the facility during this time until an all-clear signal is given by the Director of Facilities.

Fire Emergencies

Any MCM employee who encounters a fire or hazardous materials emergency should notify the Facility Manager immediately.

MCM is equipped with smoke detectors and self-activating sprinklers to respond to fire or smoke emergencies. In addition, several fire alarm pulls and fire extinguishers are found throughout the building.

Fire Evacuation Procedures

The Facility Manager and museum attendants will respond in the following manner, keeping in mind the safety of our patrons.

In case of fire alarm, the security personnel shall notify all staff via radio; and should silence the alarm. First to respond shall inform via radio if emergency and evacuation procedures need to be implemented. He or she will then go to the scene of the alarm by the fastest route and determine if the alarm is valid or false.

In case of fire, the Facility Manager will dispatch an on-duty museum attendant to the nearest phone to notify the City of Miami fire department by dialing 911. The Facility Manager will direct the museum attendants in the evacuation process.

In case of an alarm during public hours, the museum attendants will calmly direct the public to the nearest fire escape (evacuation routes will be posted throughout the building). When there is no evidence of smoke or fire, the public will be directed to and encouraged to use the main staircase and the front exit.

Museum attendants should be aware of any disabled people on their floor and give special help to these people. People in wheelchairs especially will need assistance in moving from the second to the first level.

Staff members should leave the building via the nearest fire exit. The Facility Manager will designate fire monitors to insure that all staff areas are cleared. These are:

- Administrative Offices on 2nd floor
- Store and lobby desk/registration on 1st floor

After the building is evacuated, the Facility Manager will assign museum attendants as close as possible to the exits to ensure the safety of the Museum and its contents (all staff members are to be on the lookout for any suspicious situations).

Staff members should meet at the bus loading zone area. Supervisory staff is responsible for ensuring that all of their staff is safely out of the building.

Elevators

When an alarm sounds, the elevator automatically goes to the ground floor and shuts down. Under no circumstances, are elevators to be used when a fire alarm sounds. Always use the stairways.

Bomb Threat

Any MCM employee receiving a bomb threat should notify the Security Guard and/or Facility Manager immediately, noting as much information about the caller as possible particularly:

- Phone number of call – look at caller ID
- Specific location of the bomb
- Expected time of detonation
- As much other information as possible

The Facility Manager in turn must immediately call and relay the information to the City of Miami Police, Executive Director, Director of Museum Experiences.

The Facility Manager will notify the Police Department Bomb Squad and initiate a search of the affected area(s). Staff members in the affected area should note any suspicious items to the Facility Manager, who will inform the search team.

If there is anything of a suspicious nature that cannot be accounted for, the Facility Manager will request police intervention and obtain authority from the Executive Director to evacuate the building. If necessary the director may elect to evacuate affected staff members based on their own judgment of the situation.

In all cases, care must be exercised to avoid panic and consideration given to the fact that disruption of operations may trigger repeat incidents.

IMPORTANT: In the event of a bomb threat, DO NOT USE YOUR RADIOS. Security will alert the building over the load speaker instructing everyone to exit the building.

Emergency Telephone Tree

The Emergency Telephone Tree (attached) was developed to ensure communication among staff during an emergency. In cases of general emergencies, the Executive Director will determine when the tree should be activated. In case of a hurricane emergency, the Tree will be activated according to the Hurricane Emergency Plan.

Once activated, the Executive Director will contact the following key contacts: CFO, Director of External Relations, Director of Museum Experiences, Director of Information Systems, Director of Facilities, Director of Exhibits and if in session, the Charter School Principal. These individuals, in turn, will contact the staff members in their assigned "cluster" and convey information, determine staff safety or needs and report to the Executive

Key Contact Responsibilities

- Ensure communication is made with each staff member in their cluster.
- If contact is not made with a cluster member, notify Executive Director or Facility Manager as soon as possible.
- Periodically review cluster members' address and telephone number; notify Executive Director and Executive Assistant of any additions, deletions or modifications. Please provide cell phone number or alternate number in case primary number is not working.
- Notify Executive Director when they will be out of town or unavailable to serve as key contact on the Tree (must identify a replacement from within the cluster).

Staff Member Responsibilities Familiarize themselves with the other cluster members and contact information. Wait for Executive Director or the key contact to call and notify that the Tree has been activated.

- Once activated, remain in communication with their key contact and other cluster members throughout the emergency.
- Notify assistant to the Executive Director of any changes in address or telephone number. Please provide cell phone number or alternate number in case primary number is not working.
- Notify key contact when they will be out of town or unavailable.

To ensure the timely and efficient delivery of information during an emergency, it is important that information flow orderly and continuously through the Tree.

Hurricane Emergency Plan

Hurricane Season

Each year, before hurricane season, staff will meet to discuss and update MCM's Emergency Plan. At this time, procedures will be re-evaluated and reviewed. The Director of Facilities and the Director of Exhibits will inventory hurricane supplies and identify replacement needs. The CFO will update the Emergency Plan and the Executive Director's office will update the Emergency Telephone Tree and distribute both documents to all staff.

- Facility Director (John Laurence) and Director of Information Systems (Terry Pittser) will monitor weather forecasts and update Executive Director and senior staff.
- CFO will check staff schedules and monitor communications.
- Director of Museum Experiences and the Director of Exhibits will anticipate and plan for movement and security of exhibits and artifacts.
- Director of Exhibits and Facilities Director will reserve and secure generators for essential building functions, including but not limited to the living marine tanks.
- The Business office should have sufficient cash on hand and shall be taken off premises by CFO.

Hurricane Watch (48 – 24 hours before landfall) – facility will not shut down – regular hours.

Besides continuing the above:

- Executive Director or CFO will activate the Emergency Telephone Tree, distribute weather and other pertinent information and determine staffing needs for the next 48 hours.
- **MCM Creative Island Camp** will continue and after care shall be available for children attending MCM Camp. Parents must be advised that Watson Island is in Evacuation Zone One and should an evacuation order or a Hurricane Warning be issued, camp will not be held the following day. Parents should be told to call 305-373-5437 ext 170 for camp updates. These shall be recorded and updated by the Director of External Relations.
- Preparations are to be made to bag and secure any camp related outside items, as well as items that may be damaged by water. This shall be coordinated by Camp Director and Director of Museum Experiences & Director of Exhibits.
- All camp staff is required to assist with preparations of their areas and classrooms. **MCM Charter School** shall follow the policy of Miami Dade County Public Schools unless Watson Island's evacuation is ordered. Parents must be advised that Watson Island is in Evacuation Zone One and should an evacuation order or a Hurricane Warning be issued, classes will not be held the following day. Parents should be told to call 305-373-5437 ext 170 for school updates. These shall be recorded by the Director of External Relations.
- Preparations are to be made to bag and secure any MCM Charter School related outside items, as well as items that may be damaged by water. This shall be coordinated by School Lead Teacher and Director of Museum Experiences & Director of Exhibits.
- All MCM charter School staff is required to assist with preparations of their areas and classrooms.
- Department heads and staff will determine safety and security needs of individual offices:
 - **All supplies shall be distributed from the Board room in the Administrative Wing. All administrative staff will be required to complete the following:**
 - Secure all unprotected files in plastic bags
 - Secure all computer equipment. Disconnect and bag in large plastic bags if directed to do so. This would more than likely not occur if watch is issued during the normal work week.
 - Remove any items from window ledges, and tightly close all louver windows.
 - Disconnect all electrical equipment, i.e., personal computers, typewriters, etc. and store in plastic bags.
 - Secure any loose items
 - Close all doors and louvers in individual offices
 - Elevate all computer, electrical equipment, etc., in case of water intrusion on carpets or flooding.

Hurricane Warning and Landfall (24 hours before landfall)

Upon Official Notification

- **Camp will be cancelled.** All parents are to be called upon issuance of a hurricane warning and staff shall remain with children in a safe and secure area until all children have been dismissed.
- Senior staff, Director of Facilities and Director of Exhibits meet to set final needs and assignments.
- Department heads notify subordinates of future intended schedules.
- **Dismiss staff members per Executive Director's and/or CFO instructions after all preparations have been made for the institution.** All staff should focus on their individual offices and responsibilities first, and then assist the Facilities Director with any and all other building needs.
- Two duplicates are to be made of all computer data and/or databases; one copy is to be secured at MCM, the other copy is to be secured offsite in the possession of the Director of Information Systems.
- Two duplicates are to be made of all insurance documents; one copy is to be secured at MCM, the other copy is to be secured offsite in the possession of the CFO.

Upon Official Notification

- Executive Director will activate the Emergency Telephone Tree, distribute pertinent information and determine staffing needs for the next 48 hours.
- Facility Director and Exhibit Director will prepare window and door shutters, if any.
- Director of Information Systems will oversee all technical and computer systems movement and security
- The Ticketing system and Gift Shop computers shall be bagged and moved to the 2nd floor mezzanine.
- All Exhibits are to remain in tact, should a significant storm surge be projected, this may cause re-evaluation.
- All staff shall be required to report to work as scheduled and required to assist with Hurricane preparations.
- Hourly staff shall not be paid for hours during closure. In the case of personnel who have exhibited exceptional service during preparation and/or aftermath, exceptions may be made by the Executive Director.
- Exempt staff shall be debited for vacation or personal days during closure. In the case of personnel who have exhibited exceptional service during preparation and/or aftermath, exceptions may be made by the executive director.
- Art collection shall be moved to the 2nd floor mezzanine for storage.
- Department heads and staff will determine safety and security needs of individual offices:
 - Secure all unprotected files
 - Secure all computer equipment
 - Secure any loose items
 - Close and lock all doors
- Facility Director and Director of Exhibits will oversee the shuttering of all doors and windows.

- Executive Director, Director of Museum Experiences, CFO, Director of External Relations and Facility Director will meet to set final needs and assignments.
- CFO will determine staff needs for the next 24 hours.
- Department heads will make staff schedules for the next five days.
- Department heads will notify subordinates of future schedules.
- Dismiss staff members per Executive Director's instructions.
- Website and plasma show in lobby updated to include hurricane information update. Prepared by Director of External Relations and posted by Director of Information Systems.
- Press releases and media calls will be coordinated by Director of External Relations Consultant.

During the Hurricane

- No personnel shall remain in the facility

Recovery

- Executive Director and senior staff will meet and/or communicate to assess damage, determine new staffing needs and revisit staff schedules. Take pictures of damages before cleanups, for insurance purposes.
- Executive Director and/or CFO will reactivate Emergency Telephone Tree to learn the safety of staff and convey any pertinent information, including revised schedules.
- CFO will determine staff needs for the next five days.
- Department heads make staff schedules for the next five days.
- Call in voice message shall be activated by Director of External Relations, staff is advised to call 305-373-5437 ext 171 for work assignments and updates. This is to supplement the Emergency Telephone Tree.
- Staff members must contact their immediate supervisor or assigned contact on the Emergency Telephone Tree
- Staff will be assigned by the Executive Director to inspect damage and prepare damage reports.
- Coordinate information to employees and customers through local media contacts. Director of External Relations shall maintain a current list of radio and television stations address, telephone and fax numbers.
- Staff will be assigned by the Executive Director to contact board of directors, trustees, other museums and lenders.

Other Emergencies

In case of other emergencies, such as civil disturbances, designated staff will meet to discuss needs and determine whether to activate MCM's Emergency Telephone Tree.

Miami Children's Museum Partners & Vendors Facilities Policies and Procedures

Overview of rationale for document

This document has been created to ensure the safety of all children, visitors and staff within the Miami Children's Museum. The Director of Facilities must always be consulted and have knowledge of and give approval for any type of activity which involves extraordinary events and could possibly involve a safety risk to anyone at the Miami Children's Museum. All activities related to maintenance or cleaning must be preapproved and scheduled through MCM's Director of Facilities. This includes the storage of cleaning chemicals, the use and/or storage of equipment, the use/storage of flammables/combustibles, the use of cleaning/maintenance equipment, etc.

Policies

Chemicals

- Material Safety Data Sheets (MSDS) must be reviewed and approved by the Director of Facilities. All chemicals must be approved for use by the Director of Facilities before use within the facility. Current Material Safety Data Sheets (MSDS) for all chemicals/cleaning agents must be maintained on site (in work areas for staff and on file with Director of Facilities) at all times.
- All chemicals must be approved by the Director of Facilities before use within the facility. Chemical product use, the mixing of chemicals and the storage of chemicals, must comply with OSHA standards.
- The use of caustic, toxic, flammable, or poisonous chemicals must be scheduled with the Director of Facilities and stored with the approval of the Director of Facilities.
- Persons mixing chemicals must have proper training and knowledge of the mixture.
- All chemicals must be stored in approved and closed containers.
- Only approved chemicals are permitted within the MCM facility.
- All caustic, toxic, flammable, poisonous chemicals are to be stored in approved locked cabinets.
- Only child safe/food grade disinfectants may be used in areas with manipulatives that may be placed in mouth.

Paints and Solvents

- All paints and solvents must be approved by the Director of Facilities before use within the facility.

- Material Safety Data Sheets (MSDS) must be reviewed and approved by the Director of Facilities before any paint or solvent is permitted within the facility.
- Current Material Safety Data Sheets (MSDS) for all paints and solvents must be on site (on file with Director of Facilities) at all times.
- Paint type, use and storage must always be approved by the Director of Facilities.
- Paint should always be used in a well ventilated area.
- Paint must always be stored in an approved storage cabinet.
- Solvent type, use and storage must always be approved by the Director of Facilities.
- Approved protective barriers must be used when handling/using solvents (see safety recommendations on solvent containers).
- Solvents should always be used in a well ventilated area.
- Solvents must always be stored in an approved storage cabinet.
- Use of paints and solvents within the facility must comply with OSHA standards.

Glues and Adhesives

- All glues and adhesives must be approved by the Director of Facilities before use within the facility.
- Material Safety Data Sheets (MSDS) must be reviewed and approved by the Director of Facilities before any glue or adhesive is permitted within the facility.
- Current Material Safety Data Sheets (MSDS) for all glues and adhesives must be on site (on file with Director of Facilities) at all times.
- Only child approved glues and adhesives should be used by children.
- Rubber Cement is not permitted to be used by children within the MCM facility.
- Spray adhesives are not permitted to be used by children within the MCM facility.
- Rubber cement, spray adhesives and any other similar product which is solvent based must be stored in a flammable cabinet when not in use.

Aerosols

- All aerosols must be approved by the Director of Facilities before use within the facility.
- Material Safety Data Sheets (MSDS) must be reviewed and approved by the Director of Facilities before any aerosol is permitted within the facility.
- Current Material Safety Data Sheets (MSDS) for all aerosols must be on site (on file with Director of Facilities) at all times.
- All aerosol containers, regardless of type, should be stored in an approved locked cabinet when not in use because of their pressurized state.
- Any aerosols that are flammable, toxic, poisonous, etc, must be stored in a locked flammable cabinet when not in use (spray solvents, spray oils, bug spray, etc.).

Access to Egress/Exits

- No obstructing or blocking of any form of egress/exit at any time for any reason.
- No blocking of main passage ways, stairwells, stairwell doors, stairs, etc., at any time for any reason.
- There must always be a passage way in storage areas.

- No storage, even temporary, is ever permitted in any stairway or stairwell for any reason.

Equipment

No propane, gasoline or other combustible powered equipment is permissible inside the building. Only electrically or battery powered equipment is permitted to be used within the MCM facility and must have the scheduling approval of the Director of Facilities.

Fire Retardency

- Approval must be granted by the Facilities Director **before** any item may be hung from the ceiling in any classroom or public space.
- All items hung or suspended from the ceiling of any classroom or public space must comply with fire retardency requirements of the City of Miami Fire Department.
- Any item to be hung or suspended from the ceiling of any classroom or public space must have a fire retardency certificate to indicate it complies with NFPA guidelines.
- Certificates of fire retardency must be presented to and approved by the Director of Facilities **before** any item is to be hung or suspended from the ceiling of any classroom space.
- All original certificates for fire retardency must be kept on file with the Director of Facilities for inspection by the City of Miami Fire Dept

Procedures

Overview

This is to establish proper protocol to always ensure a safe school, museum and work environment for everyone. The Director of Facilities must be notified of any request for work to be performed by an in-house partner or outside vendor. For safety reasons, the Director of Facilities must approve and/or arrange for an outside vendor to perform work for MCM, in-house partner or others. If in doubt about what may be required to be approved, please ask the Director of Facilities for clarification. Approval may be granted in verbal or written form, depending on the type of activity, project or work to be performed. Outside vendors are not permitted to perform work without approval by the Director of Facilities. As well, any in-house activity that could present a safety risk to anyone must be approved by and coordinated by the Director of Facilities.

All outside vendors are required to enter through the MCM entrance and follow all safety procedures, including but not limited to: providing valid photo ID; signing in the visitor log in sheet; being met in the entry cone by a member of the MCM staff.

Cleaning

- Approval must be granted by the Director of Facilities **before** any work is performed.

- Any exceptional cleaning project needs the approval of and be coordinated by the Director of Facilities.
- Exceptional cleaning projects will be scheduled on the evening before a slow visitor day. School cleaning shall take place over the weekend whenever possible.
- General daily cleaning and maintenance does not require authorization by the Director of Facilities.
- All floor stripping/waxing must be coordinated through the Director of Facilities to ensure proper ventilation of space. The air conditioning must be running during and after this type of project.

Pest Control

- Approval must be granted by the Director of Facilities **before** any work is to be performed.
- Non-routine extermination procedures must be coordinated and approved by the Director of Facilities, to include baits, aerosols, residual gels and pastes, etc.
- Normal monthly extermination service does not require additional approval by the Director of Facilities.
- Fumigation and bug bombs are not permitted within the facility at any time.

Usage and Storage of Gasoline, Combustibles, Flammable and other related materials

- Approval must be granted by the Director of Facilities **before** the use or storage of gasoline, combustibles, flammables and other related materials.
- Gasoline usage and storage must be approved by the Director of Facilities.
- Combustible materials usage and storage must be approved by the Director of Facilities.
- Flammables usage and storage must be approved by the Director of Facilities.

Emergency Procedures

- Emergency protocol (contact staff in sequence)
- Should there be an emergency vendors are required to follow the chain of notification as listed below:
 1. Director of Facilities ext. 131, any radio channel, cell 305-775-1736
 2. Facilities staff, radio channel #3
 3. Executive Director ext 118, any radio channel, cell 786-253-5437
 4. Any other Senior Staff
 5. Any manager

Emergency Information

MCM Emergency Contact Info

Director of Facilities: John Laurence (c) 305.775.1736

CEO/Executive Director: Deborah Spiegelman (c) 786-253-5437

Police Department/Fire Department & Hazardous Materials (Haz Mat)
Call 911

State of Florida
Miami-Dade County Health Department
1725 NW 167 Street
Miami, FL 33056
305.623.3574

Poison Control
Florida Poison Information Center - Miami
University of Miami, Dept of Pediatrics
P.O. Box 016960 (R-131)
Miami, FL 33101
Emergency Phone: (800) 222-1222
<http://www.fpincn.org/>

MCM Active Vendors for 2008

Active service/maintenance vendors must agree to and always comply with the policies and procedures listed in the above document. Any deviation from the above policies and procedures must be approved by the Director of Facilities before the deviation occurs. Non compliance with the above listed document may be grounds for termination of any contracts or service agreements.

Coastal Cleaning and Maintenance Company	305-681-6100
Cool Breeze Air conditioning Company	305-226-2665
Florida State Fire and Security Company	305-651-8122
Mitchell's Lawn Company	305-233-9991
Orkin Pest Control Company	305-716-0054
Reef Aquaria Design	1-866-532-2584
Waste Management Company	305-471-4444