

## **Risk Assessment for Field Trips**

There are no unusual risks in a visit to the McClung Museum. Students may be dropped off from the bus directly in front of the museum. The bus can pick them up in the same manner. There are no streets to cross, and no traffic can pass the bus while it is loading or unloading. All activities take place inside the museum.

Two small risks may occur inside the museum.

1. The restrooms are on the floor below the main exhibit hall where most of the museum's education programs take place. If students need to visit the restroom, they must go down the stairs. Students are cautioned about the need to walk on the stairs, and the museum's guard watches students and will correct them in no uncertain terms if they are not moving slowly.
2. In one of the museum's galleries, Archaeology and Native Peoples of Tennessee, elementary-age students may participate in hands-on activities using a pump drill, stone tools for grinding corn, and hollow-core drilling (turning a hollow piece of river cane in a hole in a rock with sand in it). The pump drill has a short wood balance bar that can hit a student's arm or knee if they put that in the way, and corn grinding can cause a kernel to fly up. Students are required to wear protective goggles at all times when close to the corn grinding tools, and they are warned specifically about the balance bar. Detailed instruction and demonstration of all hands-on activities is given prior to students touching anything, with emphasis on safety. During the activities, the trained presenter constantly watches the students to ensure instructions are followed.

### Emergency Plan:

The McClung Museum participates in the Emergency Management Plan of the University of Tennessee. This plan may be viewed at: [safety.utk.edu](http://safety.utk.edu). As all buildings at UT do, the museum also has a Continuity of Operations Plan (COOP), which is part of the Emergency Management Plan. It includes an evacuation plan, a severe weather plan, and a bomb threat plan.

The museum's security guard, a Community Service Officers of the UT Police Dept., is at the museum all hours that the museum is open. The security guard is always in a visitor area, and has radio communication with the UT Police Dept. at all times. Should an emergency occur, s/he notifies the dispatcher at UT Police and a regular officer is summoned, as well as the director of the museum. At the time of notification, the dispatcher would also summon First Responder personnel as necessary. The museum security guard is familiar with the evacuation plan, severe weather plan, and bomb threat plan, and directs that all employees and visitors exit the building (in the case of evacuation) or takes shelter in the designated areas. The museum director is responsible for coordinating with emergency personnel.