

# HOMESTEAD MUSEUM

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# **SAFETY AND SECURITY PROGRAM POLICY STATEMENT**

Safety at the Workman and Temple Family Homestead Museum (hereafter referred to as the Museum) is of the foremost importance. No responsibility is so important that it must be done in a manner which permits unacceptable hazards to paid and volunteer staff, visitors, or property.

## **I. Safety Goals**

### **A. Primary Safety Goal**

To facilitate a safe environment for all paid and volunteer staff and Museum visitors and to assist in the prevention of accidents and injuries.

### **B. Secondary Safety Goals**

1. To conduct an annual, mandatory safety training session for all Museum paid and volunteer staff.
2. To test annually all Museum paid and volunteer staff regarding their awareness and understanding of safety rules and procedures.
3. To review on an ongoing basis the Museum's "Safety Tips for Touring at the Homestead" in order to assure the safest environment for all Museum visitors and paid and volunteer staff.

## **II. Safety Responsibilities**

### **A. Paid Staff**

1. To act in a manner to promote personal, volunteer staff, and visitor safety and accident prevention during all Museum work activities.
2. To comply with all Museum, federal, state, and local safety codes and regulations, as well as other nationally recognized safety, fire protection, and health standards.
3. To provide training for, and supervision of, all volunteer staff regarding Museum safety rules and procedures.
4. To complete the Museum's annual safety training program and supplemental paid staff walkthrough exercise.

B. Volunteer Staff

1. To act in a manner to promote personal and visitor safety and accident prevention during all Museum activities.
2. To complete the Museum's annual safety training program.

### III. Safety Rules

A. General Rules

1. Each paid and volunteer staff member shall use proper reasoning and care to prevent injury to himself or herself and to others, as well as to follow all safety rules and procedures of the Museum.
2. Promptly report all injuries, accidents, or other unusual incidents by informing the tour supervisor or other paid staff member and completing an Incident Report or Loss/Theft Report form and submitting that form to the tour supervisor or Museum Director.
3. Report all unsafe conditions immediately to the Museum Director or another member of the Safety Committee\*.
4. Do not lift anything you feel is too heavy or too awkward. Do not perform any act you feel is unsafe. If you need help, ask for help.
5. Do not carry any item if it obstructs your vision and watch for all steps, curbs, or protrusions. **Also, hold onto all hand railings and make certain that all Museum visitors do likewise.**
6. The use of, or being under the influence of, intoxicating beverages or illegal drugs while on the job or volunteering at the Museum is prohibited.
7. If you are taking a prescribed medication or other drug that might cause drowsiness or impair your performance, please use extreme caution and curtail your normal activities at the Museum and elsewhere.

B. Compliance Program

1. There is a comprehensive paid and volunteer staff training program where all staff members are introduced to the above

\* *The Museum Safety Committee members: the Museum Director, Collections Manager, Public Programs Manager, Facilities Coordinator, and Volunteer Coordinator.*

safety goals and rules and to the Museum's emergency procedure guidelines.

2. The Safety Committee will review on an ongoing basis all safety conditions and procedures relating to staff and visitor safety and correct any deficiencies that are found.
3. It is the responsibility of all paid and volunteer staff to learn and adhere to the procedures and policies as outlined in this program.
4. Any paid or volunteer staff member found in violation of a safety rule or guideline will be subject to disciplinary action, up to and including termination of employment or volunteer status. The following is the guideline for discipline:
  - Verbal warning
  - Written warning
  - Written warning plus three-day suspension
  - Termination
5. It should be noted that the steps listed are recommended guidelines. Some violations may be serious enough to warrant immediate termination or suspension on the first offense.
6. An appeal of any termination or suspension can be placed with the Museum Director. The Museum Director will confer with appropriate staff members prior to determining the action to be taken.

#### **IV. Incident Report Procedures**

Following any emergency, accident, injury, loss or theft discovery, or other such incident (no matter how minor), you must complete an Incident Report or Loss/Theft Report and forward it to the Museum Director for her review. If the incident involves one or more additional individuals whose identities are known, you should obtain their names, addresses, and telephone numbers and record them on the form. When appropriate, you should also request and record the name, address, and telephone number of a witness.

## V. Types of Emergencies

There are many types of emergencies that can affect historic sites like the Workman and Temple Family Homestead Museum. Anticipating such emergencies can help us handle them more effectively. This emergency preparedness plan addresses the many minor and major types of emergencies that could happen and includes procedures for dealing with the various situations. Remember that staff should be prepared to handle all the needs of the site for at least 72 hours. Sheriff, fire, paramedic, and medical assistance may not be available and transportation routes could be clogged or impassable.

During any emergency, staff should remain calm, exercise caution, and follow instructions. They should notify a supervisor or security officer of a potentially dangerous situation and be aware of all Museum emergency procedures, exit routes, and evacuation assembly areas. The Director will take charge during an emergency. If the Director is not on site during an emergency, the Collections Manager, Public Programs Manager, Operations Coordinator, Volunteer Coordinator, or tour supervisor will take charge until the Director arrives.

If one of the paid staff members listed above is not available, the paid and volunteer staff on site should follow the Museum's emergency procedures as described in this policy. The person in charge should remember to contact all appropriate City and Sheriff Department personnel, brief other staff and visitors about the current status of a situation, issue clear and simple instructions, and inform everyone of any new developments.

### Air Pollution

Due to the Museum's location in an industrial city within a smoggy valley, the South Coast Air Quality Management District recommends remaining indoors whenever possible and recirculating inside air. Staff should close all windows and doors and use air conditioning during prolonged periods of poor air quality. Furthermore, they should stay inside during periods of extreme smog. If the paid or volunteer staff has to conduct tours or work in non-air conditioned areas, they should limit exposure.

### Bodily Injury or Illness and Mobility Limitations

#### Serious Injury or Illness

In the event a visitor or staff member becomes injured or ill and cannot move without assistance, Museum staff **should not attempt to move the individual** unless there is an immediate danger that could aggravate the injury or illness (e.g., collapse of a building). A paid or volunteer staff member should call or designate someone else to call **9-1-1** for assistance, even if the individual refuses. He or she will have the opportunity to refuse treatment when medical personnel arrive. If the individual is unhappy with this action, simply explain that it is the Museum's policy to contact

**9-1-1** in the event of a serious injury or illness. If the victim is under 18, you may only call **9-1-1** if given consent by the parent or guardian. If no parent or guardian is present, you should call **9-1-1** immediately. To call **9-1-1**, use a staff member's or visitor's cell phone or one of the **Museum's Telephones** located in the:

Gallery	- (1) Reception Office - (2) paid staff offices - (1) Volunteer Center - (1) Kitchen
West Building	- (6) paid staff offices - (1) Library
Water Tower	- (2) one on each floor
Workman House	- (1) North-West Room - (1) Kitchen
La Casa Nueva	- (1) Main Hall closet (east side) - (1) Basement (east side) - (2) one in each second floor storage area

When calling **9-1-1**, provide the phone number from which you are calling, the address, a description of the victim's condition, and your name. **Do not hang up.** Let the emergency personnel end the conversation. If you are calling from inside the gated area, be sure that someone is at a specified gate to show the way in. Also make sure that this individual has keys to open all necessary doors. In all situations, notify a member of the Safety Committee as soon as possible.

While waiting for emergency personnel, be aware that paid staff is trained to use **CPR** (cardiopulmonary resuscitation) and the Museum's **AED** (automated external defibrillator) equipment. Also, it is important to remember the four basic lifesaving techniques when dealing with medical emergencies:

- 1) stop the bleeding**
- 2) clear the air-passageway**
- 3) treat for shock**
- 4) treat the wound**

In addition, a two-page guide, "First Aid At A Glance," has been included with this policy (see pages 8 & 9). Use these techniques only in the case of extreme medical emergencies and after someone has been instructed to call **9-1-1**. **Do not attempt to use first aid techniques unless you have been trained or instructed to do so by emergency personnel.**

### **Minor Injury or Illness**

If an individual can move without assistance after feeling faint or weak or suffering a minor injury, you may help them to sit down. Make certain they are feeling better before allowing them to get up and leave the site, continue the tour, or return to work. Call for paid staff assistance if necessary.

If it is appropriate to administer first aid, first aid equipment kits have been placed in the following locations:

<b><u>First Aid Equipment Location</u></b>	<b><u>Type of Equipment</u></b>
A) West Building: Kitchen	First aid kit (on wall)
B) Gallery: Reception Office	First aid kit (closet) + blanket
Kitchen	First aid kit (on wall by bulletin board)
C) Water Tower	First aid kit + 1 blanket (closet)
D) Pump House	Earthquake kit (first aid kit + 2 blankets)
E) Workman House: North-West Rm.	First aid kit
F) <i>La Casa Nueva</i> : Main Hall	First aid kit + 2 blankets (east closet)
Upper East Hall	First aid kit + 2 blankets (closet)
Upper West Hall	First aid kit (closet)
Cold Storage	First aid kit (closet)
Lower West Wing	First aid kit (hall closet)
East Wing Storage	First aid kit
West Wing Storage	First aid kit
G) Tepee: Bathroom	First aid kit (middle cupboard)

When the victim's immediate needs have been met, complete a full report for any incident using the Museum's Incident Report Form. Blank copies of this form are in the Administrative Assistant's file cabinet (top drawer) in a folder marked Incident Report (filed in alphabetical order), in *La Casa Nueva* (east Main Hall closet shelf), and the Water Tower closet shelf. An individual is often embarrassed by an accident and might refuse to give a name. Note this fact in the report. Forward the completed report to the Museum's Director for review and additional action. If any first aid equipment or supplies need to be replenished, notify the Operations Manager. **If City of Industry property is affected, or a major medical accident occurs, contact one or more of the following:**

City of Industry Investigator, 626-934-5195 (office)

Don Gray (Wed., Thurs., Fri.), 626-705-0381 (cell phone)

L.A. Co. Sheriff's Dept., Industry Station (if applicable), 626-330-3322

**Note:** A special note on legal precautions relating to accidents and emergency situations -- **never tell guests that a certain area is dangerous.** If an injury should occur, such an admission might result in a lawsuit charging the site with negligence. Ask guests to watch their step or to note a landing or rough spot and walk slowly yourself. While guests are climbing or descending stairs, do not distract them with comments about objects/areas they are passing. If an accident does occur, **do not tell guests that it is the fault of the historic site or the City.** The liability for accidents is a legal matter.







## **Mobility Limitations**

If one or more visitors touring *La Casa Nueva* do not wish to use the stairs to see the second floor, either due to a permanent or temporary disability or fatigue, escort them to *La Casa Nueva*'s Main Hall while the remainder of the group waits to tour the second floor. Up to four visitors can sit in this room on the four folding chairs normally stored in the west Main Hall closet. If more than four visitors cannot tour the second floor of *La Casa Nueva*, then escort visitors with limited mobility to *La Casa Nueva*'s courtyard while the remainder of the group waits to tour the second floor. If the individual(s) left in the courtyard form a large group or need attention, request additional staff to monitor the courtyard. The tour guide should continue with the tour and pick up the waiting visitors after the second floor portion of the tour is completed.

## **Criminal Acts**

### **Acts of Violence**

If a visitor or intruder threatens or commits a violent act, the paid or volunteer staff members directly involved must assess the situation and threat level and then act accordingly. Based on the type of threat and the location of the problem, staff may choose either to leave the area or "shelter in place" (hiding in a secure location). If visitors also are threatened, staff should take the most cautious approach to assure everyone's safety. As soon as feasible, a staff member or security officer should call **9-1-1** and provide critical information such as:

- Type of weapon used
- Injured victims
- Suspect description (if known)
- How many suspects
- Your location
- Suspect vehicle and license number (if known)

To avoid placing oneself in a potentially threatening situation, paid or volunteer staff may request additional surveillance by security or Museum staff if any visitor makes them feel uncomfortable in any way. Following any criminal act, staff should complete an Incident Report form and forward it to the Director.

### **Bomb Threats**

If a bomb threat is received over the telephone, check "caller ID" if available. Remember to remain calm and write down whatever the caller says. If possible, do not use the same telephone when calling for emergency assistance or for any other reason so that during their investigation authorities can trace the call by dialing **\*69**. If a bomb threat or any other threatening message is received through the mail, call the authorities immediately and do not handle the letter or package any more than is necessary since finger prints can be obtained from paper.

## **Terrorism**

For your own safety, and to decrease the likelihood of a terrorist act occurring, notify a member of the Safety Committee, a security officer, or call 9-1-1 when you observe anyone **acting suspiciously** or **asking unusual questions**.

If you should find a **suspicious item left unattended**, do not touch it! You then should contact authorities immediately by notifying a member of the Safety Committee, a security officer, or calling 9-1-1 yourself.

## **Theft**

If a theft is attempted or discovered during the course of a tour or special event, one should contact a member of the Safety Committee or a security officer as discreetly, but as soon, as possible. Following any theft, staff must complete a Loss/Theft form and forward it to the Director for review and filing.

## **Vandalism**

The Operations Coordinator, or in his absence the Collections Manager or weekend/site supervisor, should handle acts of vandalism. Staff will handle cleanup, repair, and replacement resulting from minor acts of vandalism (e.g., damage to landscape, graffiti in small amount or inside buildings). Major acts of vandalism in progress (e.g., property damage or breaking and entering of vehicles and buildings, significant graffiti on building exteriors or structures including signs and tombstones) are to be reported immediately to the Industry Sheriff's Station at 626-330-3322. For those found after the fact, the Operations Coordinator, or in his absence the Collections Manager, will contact the Sheriff's Station and the City of Industry. Regardless of the seriousness of an incident, an Incident Report form will be completed and forwarded to the Director for review and filing.

## **Earthquakes**

Earthquakes are unpredictable and strike without warning. Most earthquake-related casualties result from falling materials. Quakes can disrupt power and telephone lines as well as gas, sewer, or water mains. Federal, state, and local officials recommend we use the "Drop, Cover, and Hold On" method to best protect us from injury during an earthquake. During the shaking staff should:

- Drop**            drop to the floor immediately;
- Cover**            crawl underneath a sturdy table, other piece of furniture, or cover your head with a pillow; and
- Hold On**        hold onto a sturdy object, such as a table, and remain underneath that object, even moving with it, until the shaking stops.

It is also recommended that you stay away from glass windows and doors during the shaking. If there are no tables or other sturdy objects available for shelter, it is suggested you stay near the center of a building or stand against an inside wall. It is not recommended you stand underneath a doorway for protection during the shaking. If you are inside the Workman House, *La Casa Nueva*, or any other non-reinforced masonry building (adobe house), safely and quickly evacuate the building.

After an earthquake everyone should stay out of damaged buildings; aftershocks can shake them down. A member of the Safety Committee should make certain that damaged structures are evacuated. If an individual cannot evacuate a structure, he or she should stay put and wait for help. **All individuals at the Museum should meet at the emergency rendezvous spot located by the pond at the east end of the site**, and a management staff member will conduct a head count at this time. If possible, paid and/or volunteer staff should remove earthquake kit contents from the **Pump House**.

After Safety Committee staff and emergency personnel have directed the evacuation of the buildings, a member of the Safety Committee, with the authorization of the aforementioned City and Sheriff's Department officials, may declare the Homestead Museum Gallery or other buildings safe. Any "safe" building can be used as a living area and command post if the Gallery is unsafe. If there is any uncertainty as to the safety of buildings on the grounds, evacuees should **stay by the pond**. The earthquake kit contains food (for up to 48 - 72 hours), water, water purification tablets, medical supplies, blankets, and other emergency supplies.

Safety Committee members, or their designates, should check all utilities after an earthquake. If water pipes are damaged or electrical wires are shorting, these individuals should turn them off at the main control points (see Utility Shutoff information, pages 14-15). If the Safety Committee staff, or their designates, detect gas leakage, they should shutoff the main valve (see page 15), open windows, and clear the building until the management staff member, with the authorization of the City and Sheriff's Department officials, declares it safe. Furthermore, they should check for injuries and coordinate first aid (see Bodily Injury and Illness section), clean up dangerous spills (cleaning supplies in hall closet between rest rooms in the Gallery, in hall closet next to Walter Senior's Bedroom in *La Casa Nueva* (LCN), rags/diapers in LCN Kitchen drawer to the far left of sink; and rags/diapers in LCN's East and West Storage wings). They should also tune the radio to KFI-AM 640, KFWB-980 AM, KNX-1070 AM, or any other radio station on the air for emergency instructions and information on the situation. Moreover, they should limit telephone use and remember that cell phones and the pay phone (located in the Homestead Museum Gallery) may work when the regular phones do not (our phone system does not operate when electrical power is down).

Finally, Safety Committee staff members, or their designates, should contact a representative of Industry Security and the aforementioned City and Sheriff's Department officials, summarize the situation, request needed assistance, and obtain information on how to proceed.

## Electrical Power Failure

In case of a power failure, staff should contact a member of the Safety Committee immediately. They should check the power panels (see Utility Shutoff information, pages 14-15 and "Emergency Shutoff Locations" map, page 20, for locations) to see if circuit breakers have tripped or fuses have blown (spare fuses for LCN are stored in the far left drawer of the LCN Kitchen and in the Linen Room). They should then flip the circuit breakers on if they are at the "off" position or replace burned-out fuses (milky looking glass on tops), making sure that the affected circuit breaker lever is in the "off" position before attempting to replace any fuses. They should also check to see if surrounding businesses have power. If there is still no power, staff should call Southern California Edison (800-655-4555) on a cell phone or pay phone to report the outage and determine the cause. Furthermore, they should contact the City of Industry administrative offices (626-333-2211).

Staff should turn off all computers and major appliances before power is restored to the site. Staff should use the crank-operated radio in the earthquake kit to keep informed about the situation.

If buildings need to be evacuated or inspected, staff should obtain **flashlights** from the following locations:

### La Casa Nueva

- Main Hall closet
- Cold Storage Room closet
- Guest Wing closet (first floor)
- Kitchen, left hand drawer
- East Wing Hall closet (second floor)
- West Wing Hall closet (second floor)
- East Wing Storage (second floor)
- West Wing Storage (second floor)
- Basement (east side)
- Basement (west side)
- Basement (stairs)

### Tepee

- Bathroom (middle cupboard)

### Water Tower

- Closet (first floor)

### Workman House

- North-West Room (by telephone)

### Gallery Offices

- Reception Office closet
- Volunteer Center storage credenza
- Kitchen phone stand

### Pump House

- Earthquake kit

### West Building

- Copy credenza
- Library (wall-mounted)

*Note: Security officers have a flashlight as part of their issued uniform.*

*Votive candles and matches are located in the earthquake kit.*

*The Gallery, West Building, LCN Basement, and LCN Collection Storage all have wall-mounted emergency lights that automatically go on when the power goes off.*

## **Utility Shutoff Information**

### **Location**

Homestead maps (pages 20-22) are attached, which show the locations of water, electrical, and gas shutoff locations (except for West Building); siamese valves; and back siphon valves. In case of water failure, the fire department can hookup to the siamese valves and supply water into our facility. The back siphon valves act as dams when the siamese valves are used.

### **How to Shutoff the Utilities** (see maps on pages 20-21)

#### WATER

Homestead Museum Gallery: no central shutoff; must turn off water at individual fixtures

West Building: parking lot immediately west of building (remove circular concrete lid and turn handle to “off” position)

La Casa Nueva: east of Water Tower in bushes (turn handle, located on south side of unit, to “off” position)

Workman House: northwest portion of courtyard and south of wall on west side of trellis (remove lid and turn handle to “off” position)

#### ELECTRICAL

La Casa Nueva (interior): circuit panels and main levers in both Cold Storage Room and Linen Room. Throw “off” individual circuit switches to “off” positions for limited power shutoff. Unlock padlocks with gate key on main levers and throw levers to “off” positions for major power shutoff.

La Casa Nueva (exterior): power boxes are south of Mission Walkway wall. Box on right includes four large panels for LCN, one small panel for walkway lights, and walkway lights time clock. Box on left includes panels for LCN grounds. To shutoff power, pull levers to “off” positions.

Workman House (interior): south wall of Workman House basement. To shutoff, pull levers to “off” position.

Water Tower (interior): east wall of first floor. Throw individual circuit switches to “off” positions.

Pump House: main lever located in the first panel on the left. **For total site electricity power shutoff**, unlock padlock on cage with gate key and throw lever to “off” position.

Homestead Museum Gallery (interior): circuit panels located in Kitchen closet. Throw individual circuit switches to “off” positions.

West Building: two circuit panels on the north end of the building (one for each side of the building). Throw individual circuit switches to “off” positions.

GAS (*La Casa Nueva* only)

Meter and control valve south of Mission Walkway wall, to right of electrical panels. Use wrench, wired to valve, to turn valve to a horizontal position or parallel to the ground.

## **Evacuation Procedures**

Staff should follow these procedures immediately whenever alarms are sounded or they are notified that an emergency exists. All individuals should evacuate an area when instructed by a member of the Safety Committee or an emergency service staff person (firefighter, sheriff, etc.).

1. Staff should walk directly to the exit designated for the area in which they are located at the time the “signal” is given.
2. Staff should not collect personal belongings before exiting. They will be able to do so when it is deemed safe.
3. Staff should walk—not RUN!
4. Staff should proceed down stairways as quickly as possible, but in an orderly manner. They should not rush or shove past others on the stairway.
5. Staff should not talk during the exiting period so they can hear instructions.
6. Staff should completely comply with emergency instructions.
7. Upon reaching the building exit, staff should clear the exit way immediately. They should move to the preplanned safe refuge area (area adjacent to the pond, on the east side of the site).
8. If evacuation is necessary, staff should stay in the vicinity designated by emergency personnel, who will let them know if and when it is safe to return to a building.
9. Staff should REMAIN CALM AND NOT PANIC.



## Explosions

Falling aircraft, chemical accidents, leaking gas, or faulty boilers can all cause life-endangering explosions at or near the Museum. If there is no time for prior preparation, staff and visitors should take cover under sturdy furniture or leave the building. If instructed to remain indoors, they should keep away from windows and glass, not light matches, and wait for “all clear” instructions.

In the case of an explosion in a building, staff and visitors should leave the building and move crosswind (never up or downwind) to avoid toxic fumes. They should not take time to gather personal belongings. If required, they should sound the fire alarm, notify the Fire Department, and administer first aid if necessary. They should not go back into the building until okayed by the Fire Department.

## Fire

The gravest threat to historic sites is fire. Not only do most historic structures contain large quantities of combustible materials, but both buildings and their furnishings are often unique and irreplaceable. Staff must share the overall responsibility for fire prevention and use common sense to reduce the risk of fire.

Smoke detectors are located throughout the site, with exceptions of the LCN and Gallery Kitchens. Here, heat sensors have been installed. If staff members are in one of the site's structures when a fire sensor goes off (usually a continuous buzzing sound), they should evacuate everyone from the building quickly, quietly, and calmly, and whenever possible, stay together. They should also use any doors (or windows, if absolutely necessary) to exit from a structure. They should not open doors that feel hot, as this indicates fire on the other side. Staff should close all doors as they leave to isolate the area and prevent the spread of fire and smoke. When safe, an employee should guide the group from the second floor of *La Casa Nueva* to the courtyard balcony and down the back stairs or down the Main Hall stairway.

In case of fire, staff first should coordinate the evacuation of individuals (making sure **everyone** is out) and notify emergency personnel by dialing **9-1-1**. Then staff may attempt to confine and extinguish the fire if conditions pose minimal danger. Personal safety is our first priority and saving the structures and their contents are secondary.

If staff members are on the second floor of *La Casa Nueva* and cannot safely exit via the interior stairs, they should determine if it is safe to go out onto the rear balcony and then exit down the exterior courtyard stairs. If it is deemed unsafe to go onto the balcony and down the stairs, then entrance into the East or West Wing Storage areas should be considered. Entrance to the storage wings should be accomplished by using Agnes's or Walter Jr.'s bedroom windows as doors into storage. The windows and screens should be opened and once one has entered the storage areas, the windows and screens should be closed to prevent smoke from entering the area.



In the event that the interior and exterior stairs of *La Casa Nueva* are unusable and **immediate** exit is required, metal **life ladders** have been installed in the East Wing and West Wing storage areas. While these ladders should be used with caution, they are to be used in the event of a dire emergency. Instructions for using the ladders are as follows:

#### Life Ladder Operating Instructions:

1. Open window.
2. Remove window screen (let drop to ground if speed is essential, otherwise carefully remove and place in storage area).
3. Lift ladder up onto the window ledge.
4. Unfasten bungee cord holding ladder in a bundle.
5. Gently lift ladder over the window ledge and drop ladder out the window.
6. Select the most calm and willing member of your group to go down the ladder.
7. Remind this person to climb down the ladder, keeping their body close to the ladder.
8. Have this person hold the bottom of the ladder after they have descended, to make other people descend as easily as possible.
9. Staff should be the last person down the ladder.

If staff members are on the second floor of *La Casa Nueva* or another structure and **cannot** safely exit, then they should wait for help. Assuming fire has not reached the room where they are waiting, seal off the room using linens or clothing to prevent smoke from entering. (In *La Casa Nueva*, sheets are on beds and in storage wings, and towels are in most bathrooms; in the Water Tower, a sheet is located on a second floor bookcase on the second floor; and in the Workman House, sheets are placed near the east and west windows on the second floor.) If there is smoke in the room, open or break a window and keep close to the floor below the smoke level, for smoke is poisonous. Make certain emergency personnel can find you by notifying 9-1-1 of your exact location and, if possible, wave a white object like a sheet or towel from your window.

If the fire is manageable, and staff members will not endanger themselves, they should attempt to extinguish the fire (see RACE guidelines on p. 19). There now is only one type of fire extinguisher used at our site:

#### **ABC** (dry chemical)

“A” for ordinary combustibles

“B” for flammable liquids

“C” for electrical equipment

For fire extinguisher locations see the list below and the site map on page 22.

<b><u>Fire Extinguisher Location</u></b>	<b><u>Type of Extinguisher</u></b>
1) Homestead Museum Gallery - Kitchen (in cabinet by telephone)	10 lb. ABC
2) Homestead Museum Gallery - Reception Office (next to closet)	10 lb. ABC
3) Water Tower - first floor (in closet at base of stairs)	5 lb. ABC
4) Maintenance Shed (on wall)	10 lb. ABC
5) Pump House (on wall)	10 lb. ABC
6) Workman House - first floor kitchen (on north wall cabinet)	5 lb. ABC
7) Workman House - East Room (near south porch door, first floor)	5 lb. ABC
8) Workman House - West-Center Room (on east wall)	10 lb. ABC
9) Workman House - Northwest Room (on closet wall)	10 lb. ABC
10) Workman House - Basement (halfway down stairs)	10 lb. ABC
11) <i>La Casa Nueva</i> - Main Hall (first floor, in west closet)	5 lb. ABC
12) <i>La Casa Nueva</i> - Cold Storage Room (in closet)	5 lb. ABC
13) <i>La Casa Nueva</i> - Guest Wing (first floor, hallway closet)	5 lb. ABC
14) <i>La Casa Nueva</i> - East Hall (second floor, in east hall closet)	5 lb. ABC
15) <i>La Casa Nueva</i> - West Hall (second floor, west hall closet)	5 lb. ABC
16) <i>La Casa Nueva</i> - East Wing Storage (mounted near door)	5 lb. ABC
17) <i>La Casa Nueva</i> - West Wing Storage (mounted near door)	5 lb. ABC
18) <i>La Casa Nueva</i> - Basement (on right side of stairs)	5 lb. ABC
19) Tepee - Washroom (on wall opposite toilet)	5 lb. ABC
20) West Building (on wall by water cooler)	8 lb. ABC
21) Security Officer Shack	5 lb. ABC

Locations containing fire extinguishers are marked by either international fire extinguisher symbols or signs in English and Spanish. Basic fire extinguisher operating procedures are: 1) pull the safety pin (usually a twist-pull action); 2) aim the nozzle, horn, or hose at the base of the fire; 3) squeeze the trigger handle; and 4) sweep from side to side (watch for reflash—when flame is not extinguished and begins burning again).

*Note: Staff should not rehang a discharged extinguisher until it has been recharged by a licensed service company. Staff should notify the Operations Coordinator and he will take care of any discharged extinguisher.*

The most important thing to remember when fighting a fire is to save human life. As a reminder of the order in which you should act, think of **RACE**:

- Rescue** - remove all people from the area of the fire immediately and safely
- Alarm** - notify authorities by pulling alarm, calling **9-1-1**, etc.
- Confine** - close off the area where the fire is located
- Extinguish** - attempt to extinguish the fire only after doing the above

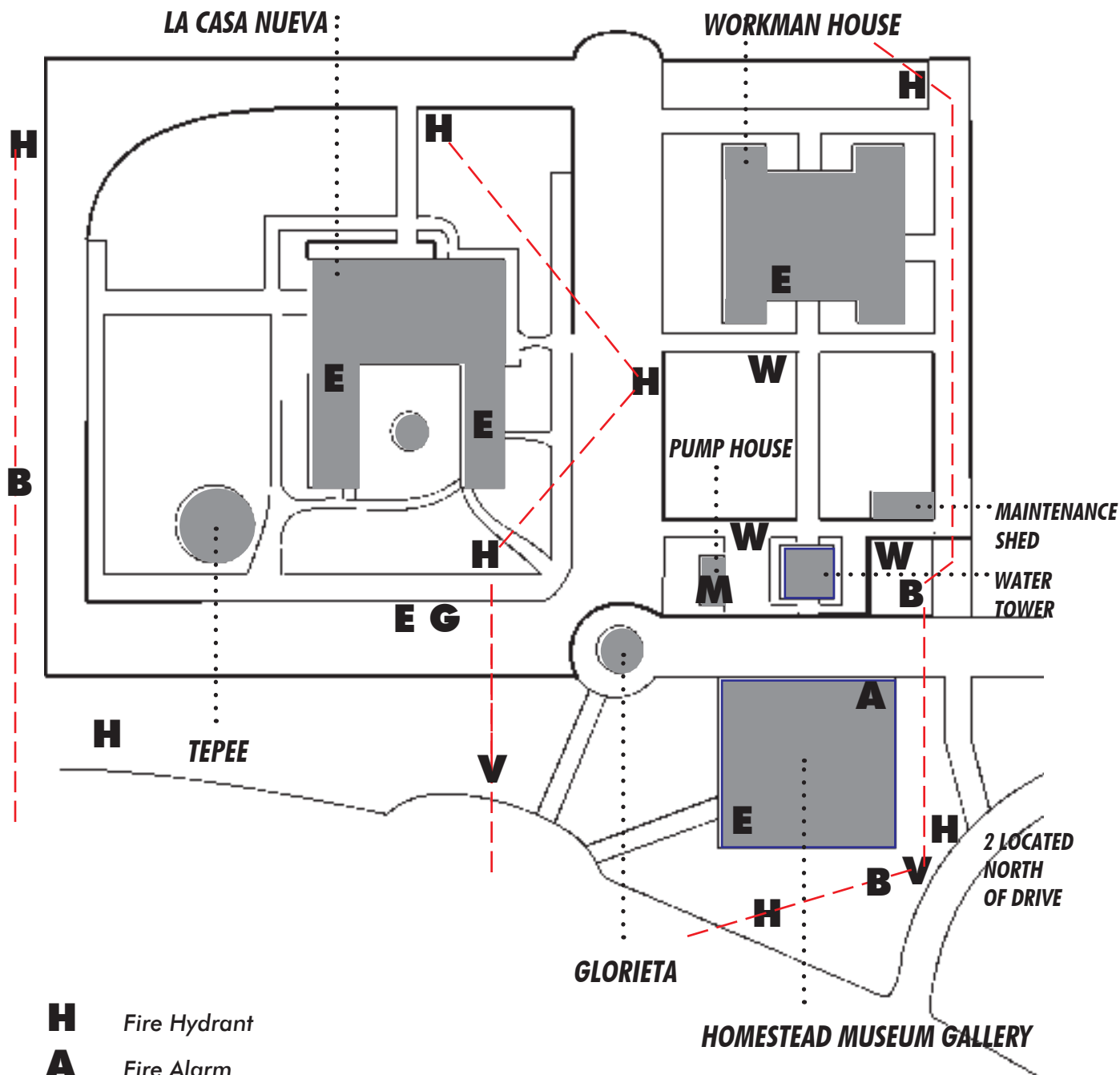
## **Fuel and Chemical Spills**

In the event of a fuel or chemical spill on site, staff should dial **9-1-1** directly. A HAZMAT team (hazardous materials team from the Fire Department) will set up a command post and evacuate the area, if necessary.

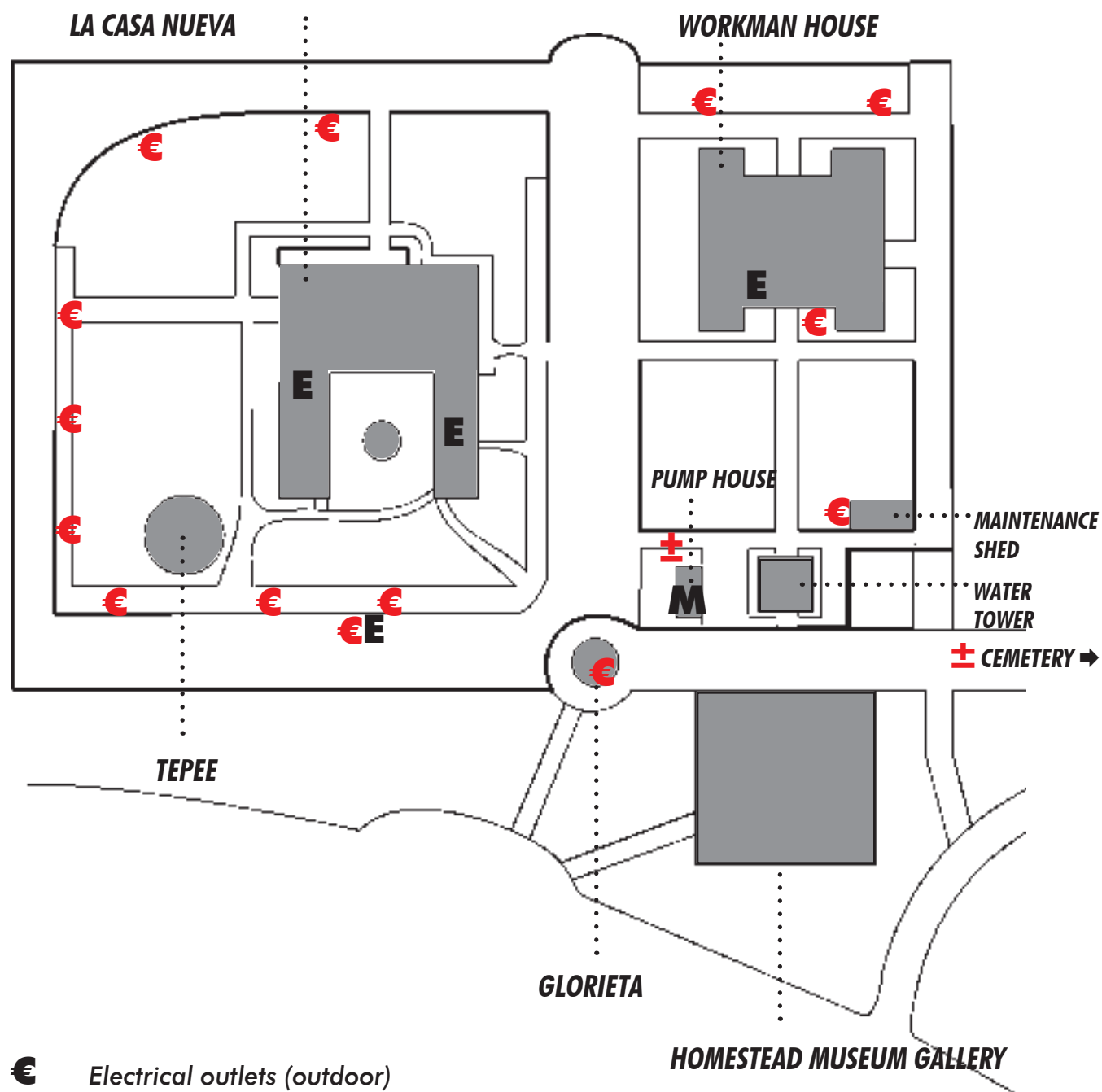
## **Water Supply Failure**

If the Museum's water supply fails, staff should report the situation to a Safety Committee member who will, in turn, contact the appropriate personnel as soon as possible. Employees should convert non-flushing toilets by using plastic trash bags (stored in the Gallery Kitchen, the earthquake kit in the Pump House, the Workman House Kitchen, and West Wing Storage) and drink bottled water (stored near water coolers in the Gallery Kitchen and in the West Building). If polluted tap water is the only water available, staff should purify it by using the purification tablets in the earthquake kit.

# Emergency Shutoff Locations.....

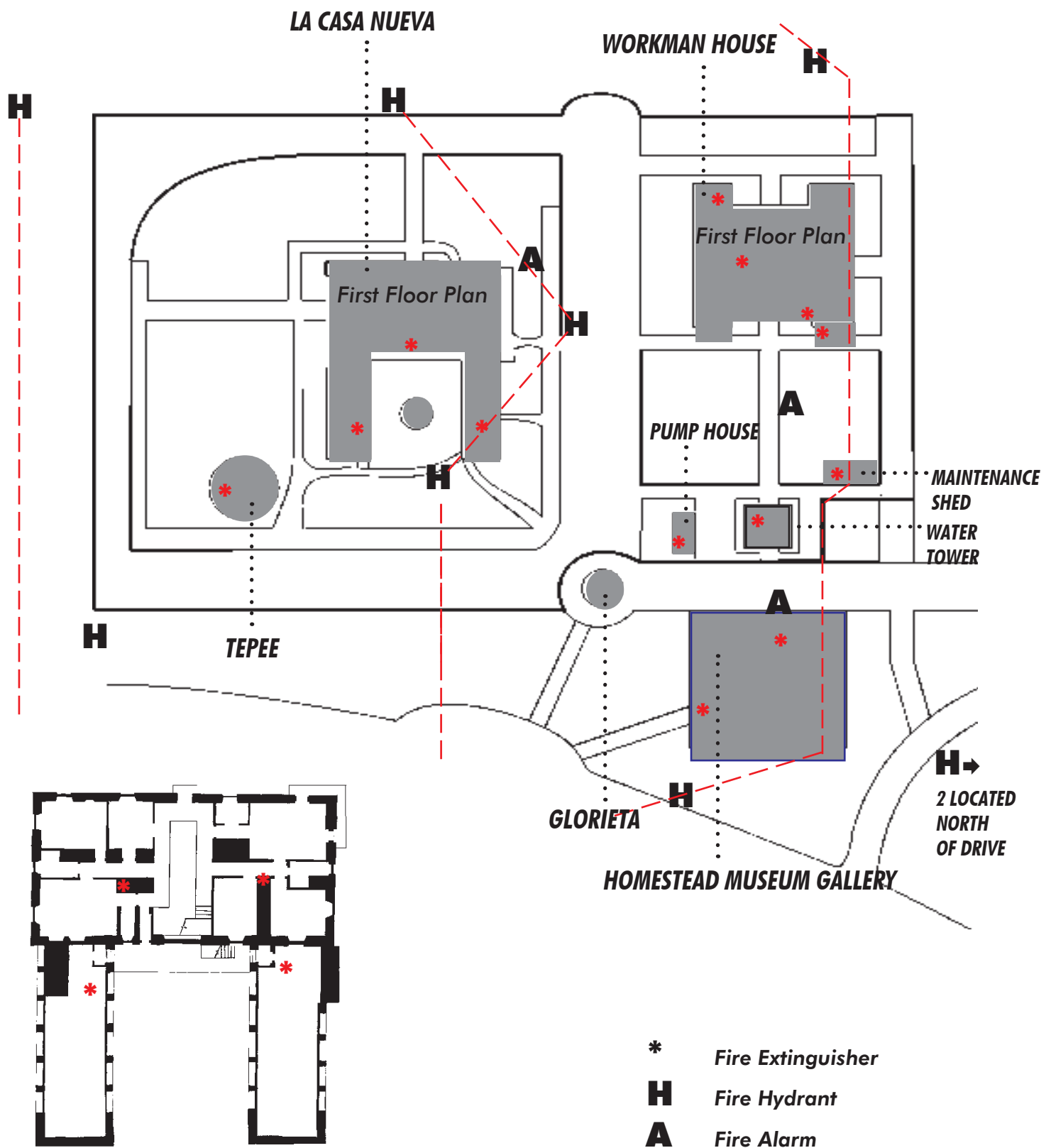


# Electrical Service.....



- € Electrical outlets (outdoor)
- ± Electrical outlets (requires breaker box)
- E Electrical: Shutoff
- M Electrical: Main Panel

# Fire Emergency Equipment Locations . . . .



## **VII. Safety Tips for the Homestead Museum**

While at the Museum, be alert yourself to the following areas and issue appropriate verbal warnings if you are accompanying visitors:

### **ALL STAIRS, STEPS, RAISED THRESHOLDS:**

- Without Handrails: “Please watch your step as you come to the stairs (steps, threshold).”
- With Handrails: “Please watch your step and hold the handrail as you go up/down the stairs.” If handrails are too hot to touch, caution visitors to carefully walk up the stairs.
- Avoid talking while your group is walking on the stairs, except to remind people to use the handrail.

### **DRIVEWAYS, WALKWAYS:**

- Sand: When it becomes soft, watch for spots where wheelchairs, walkers, canes may sink or get stuck.
- Pavers, Flagstone and Adobe Walkways, etc.: Advise visitors to watch for uneven walkways and pavers and specifically caution ladies with heels to watch for cracks.
- Curb: Watch your step from Mission Walkway to Center Drive.

### **WORKMAN HOUSE:**

- Porch Stairs: Hold handrails; watch your step.
- Door Thresholds: Watch your step.
- Floors: Watch for uneven areas.
- Heater Grates (interior): Ladies with heels should avoid stepping on grate.

### **LA CASA NUEVA:**

- Steps to Front Patio: Watch your step.
- Main Hall Stairs: Hold handrail - Watch your step. *(Docent should lead to landing midway on stairs, then stand on landing where you can watch visitors in both directions, reminding those who are not holding handrail to please do so.)*

- Triptych Window: Call attention to the window only from the first floor main entry or from the upper main hall OPPOSITE the window, avoiding discussion of window immediately prior to using stairs. If visitors ask questions while you are on stairs or landing by the window, defer answering until you reach the OPPOSITE side of the landing (north side of house).

**LA CASA NUEVA** *(continued):*

- Outer Stairs (courtyard): Do not use except as emergency exit.
- Heater Grates in Wings: Ladies with heels should avoid stepping on grate.
- Thresholds: Remind visitors to watch their step at each location.
- Rugs and Carpets: Watch for curled runners, rug edges that catch.  
*(Mention these to visitors as you see item.)*
- Seating : Visitors needing to rest may use the following seating:
  - Cement benches at the end of the center drive
  - Folding chairs in west Main Hall closet
  - Chairs in Master Bedroom closet
  - Green benches in Courtyard

For emergency use only:

- Dining Room chairs
- Bench in Upper Hall
- Sofa in Music Room

**COURTYARD:**

- Pillars (jutting out at capitals): Warn visitors to watch for them.
- Steps at end of west wing: Watch your step.
- Disabled Ramp: Slippery when wet.

**TEPEE:**

- Porch Steps: Watch your step.

**GLORIETA:**

- Steps: Hold handrails; watch your step.

**WATER TOWER:**

- Thresholds: Watch your step.



- Steps: Hold handrails; watch your step.
- Tile Floor: Slippery when wet.

#### **MAUSOLEUM:**

- Steps: Watch your step.
- Inside: Floor slippery when wet.

#### **POND:**

- Tell children to walk 18" to 24" from edge. They should walk, not run.

### **VIII. Hazard Recognition and Control**

- A. Hazard recognition is an important element of safety control. Potential hazards will be detected by the designated staff on a daily basis while opening and closing the site.
- B. When designated staff members detect a potential hazard in either the Museum office area or on the historic grounds, they are to note the potential hazard and report it immediately to the Safety Director (Museum Director). The Safety Director will then confer with the other Safety Committee members.

### **IX. Training**

All paid and volunteer staff members are to complete an extensive safety training program on an annual basis. This training is to include a review of safety goals, responsibilities, and rules; incident report procedures; types of emergencies; emergency contacts; and safety tips. In addition, each paid and volunteer staff member is to participate in an on-site exercise which might involve looking for safety equipment and potential hazards and/or considering possible emergency scenarios.

## **X. Emergency Contact Phone List**

### **Workman and Temple Family Homestead Museum**

#### **Paid Staff Safety Committee**

- |    |                                          |                              |
|----|------------------------------------------|------------------------------|
| 1. | Karen Wade, Director                     | ----- (home)<br>----- (cell) |
| 2. | Paul Spitzzeri, Collections Manager      | ----- (home)<br>----- (cell) |
| 3. | Alexandra Rasic, Public Programs Manager | ----- (home)<br>----- (cell) |
| 4. | Robert Barron, Facilities Coordinator    | ----- (home)<br>----- (cell) |
| 5. | Steven Dugan, Volunteer Coordinator      | ----- (home)<br>----- (cell) |

#### **Business/Consultant Contacts**

City of Industry	City Investigators Don Gray	626-934-5195 (office) 626-705-0381 (cell phone)
Electric	So. Cal. Edison	800-655-4555
Fire & Paramedics	L.A. Co. Fire Dept. (Non-emergency)	<b>9-1-1</b> 626-444-2581
Gas	So. Cal. Gas Co.	800-427-2000
Hospitals	Citrus Valley Medical Center Queen of the Valley Campus 1115 S. Sunset Ave. West Covina <i>(From Museum, take Hacienda Blvd. north to Temple Ave.; turn left on Temple to Sunset Ave.; turn right on Sunset. The hospital is about two miles north of Temple on left side of street, just after you pass Merced.)</i>	626-962-4011
Security	Industry Security	626-839-4774
L.A. Co. Sheriff	Industry Station (Non-emergency)	<b>9-1-1</b> 626-330-3322
Poison Control		800-222-1222

## **XI. Paid Staff List**

### **WORKMAN AND TEMPLE FAMILY HOMESTEAD MUSEUM**

#### **PAID STAFF**

**Revised: February 2009**

##### **Administration**

Director	Karen Graham Wade
Administrative Assistant	Elva U. Gomez

##### **Collections**

Collections Manager	Paul Spitzzeri
Facilities Coordinator	Robert Barron
Collections Specialist	Michelle Muro

##### **Public Programs**

Public Programs Manager	Alexandra Rasic
Assistant Public Programs Manager	Lillian Choy
Programs Coordinator	Gennie Slobe
Volunteer Coordinator	Steven Dugan
Public Programs Assistant	Craig Chyrchel

