

SAFETY/SECURITY PROCEDURES FOR ALL TOUR GROUPS

- The docent is in charge of the group. Teachers and chaperones are there to assist you if needed. The security personnel will not interfere unless the docent needs assistance. The security personnel's primary responsibility is the protection of the artwork, staff, visitors, and the facilities.
- Security officers will handle all emergency actions (fire, accidents, etc.). The security staff is monitoring the TV screens at all times. One officer is always roaming the galleries. If you have any problems, contact the roaming officer for assistance.
- Security rules for tours:
 - Do not let visitors lean against walls.
 - Do not let visitors touch the art or walls.
 - Do not use pencils, pens, markers, or any object other than a laser pointer as pointers when talking about works of art.
 - Do not let students get close to the artwork (a 12" distance is preferred). If appropriate, have them sit on the floor or on stool and benches when you are talking about works of art.
 - Do not allow tour group to block main traffic areas (hallways, exits, etc.) Always leave space for other visitors to pass.
- Fire
 - The fire alarm will sound. Announce to your group calmly that everyone must exit the museum. Show a sense of urgency but do not run or panic. You have plenty of time to exit the building. Use the nearest fire exit. (see attached map for routes)
 - Once outside on the Riverwalk, stay far away from the building, keep the group together and make sure everyone in your group is with you. Do not re-enter the building until the ALL CLEAR is given by the Chief of Security.
- Natural Disasters (High winds, hail, thunderstorms, tornadoes)
 - Security staff will advise you of the occurrence of a natural disaster.
 - Keep your group together and use the interior rooms to exit (do not use the landscape hallway because of the potential of flying glass). Use the fire exit doors leading to the restrooms and sit on the floor in this service hallway. Do not re-enter the museum until the ALL CLEAR is given by the Chief of Security.

- Tornado
 - Security staff will advise you in the event of a tornado.
 - All visitors will exit through the fire exit door leading to the restrooms and then move to the first floor service hallways via the Fire Stairs located in the restroom area. Once on the first floor, have everyone sit down against a wall and cover their heads with their hands and arms. Do not leave or re-enter the building or museum until the ALL CLEAR is given by the Chief of Security.