



AROUND THE LOOP

A Publication of the Museum of Transportation Trolley Volunteers
Neil Norkaitis, Operations Director

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This was received from M.T.T.V. Operations Director Neil Norkaitis. IT IS IMPORTANT THAT ALL CONCERNED READ AND BECOME FAMILIAR WITH THESE PROCEDURES.

EMERGENCY PROCEDURES. - MUSEUM OF TRANSPORTATION

The safety of our guests, staff, and volunteers is of the utmost importance. Please take the following precautions when necessary:

Tornado: Listen for emergency alert siren. Move all visitors to a safe place and advise them not to leave until an all clear is given from the Museum of Transportation Site Supervisor. Safe places include: restrooms in the William R. and Laura Rand Orthwein Education & Visitor Center; restrooms in the Earl C. Lindburg Automobile Building; restrooms in the trolley loop. Have all guests sit on the floor and cover their head.

Earthquake: If you are outside, move to an open area away from power lines and structures. Drop and cover. If inside, duck under a sturdy table or brace yourself in an interior doorway. Cover head, neck, and face. Stay put until shaking stops.

Bomb Threat: If you receive a threat by phone, ask caller to repeat message and try to obtain the message word-for-word. Call 9-1-1 and follow instructions of the dispatcher.

Lost Parent: If you see an unattended child, ask the child to stay with you where you are. (Many children have been instructed to not go anywhere with a stranger.) Ask the child their first name and parent's name. Tell the child you will sit with them until their parent arrives. Stay in one place. Call the Orthwein Center and advise the manager-on-duty of the situation. They will call additional personnel.

March 1, 2017.