



Children's Museum of Oak Ridge

461 W. Outer Dr. • Oak Ridge TN • 37830 • 865-482-1074

Planning Your Visit: Safety Information for Schools

Purpose:

This overview is provided to support teachers and school administrators in completing their internal field trip approval process. It outlines the museum's standard safety practices and the measures in place to ensure a safe and supervised visit for students.

Supervision & Staffing

- All school groups remain under the supervision of their teachers and chaperones at all times.
- Museum staff or volunteers are present throughout the building to assist with wayfinding, answer questions, and support group management.
- For facilitated programs, a museum educator leads the activity while teachers/chaperones maintain behavioral supervision.

Building Safety

- The museum is a single-story facility with clearly marked exits and accessible pathways.
- Emergency exits are unobstructed and identified with illuminated signage.
- Fire alarms, extinguishers, and emergency lighting are maintained according to local codes.
- The museum conducts regular safety checks and follows all city and state building requirements.

Emergency Procedures

- In the event of a fire alarm, all visitors evacuate through the nearest exit and gather in the designated outdoor assembly area.
- For severe weather, staff direct groups to interior shelter areas away from windows.
- Museum staff communicate with teachers immediately in an emergency.

Health & General Safety

- First aid supplies are available on site, and staff can contact emergency services if needed.
- Restrooms are monitored for cleanliness throughout the day.
- Exhibits are designed for hands-on learning and are assessed for safety and durability.

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Potential Hazards

- Some exhibits include small parts or moving components; teachers and chaperones are asked to supervise closely.
- Outdoor areas (if used) may include uneven surfaces.
- The museum does not contain hazardous materials, chemicals, or restricted-access machinery.

Arrival & Departure

- Buses may load/unload at the designated drop-off zone near the main entrance.
- Staff greet groups upon arrival and provide a brief orientation before the visit begins.

Behavioral Expectations

- Teachers and chaperones are responsible for student conduct.
- Museum staff will communicate any safety concerns directly to the teacher in charge.

Contact Information

If you require additional information, please contact:

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