

SCIENCE MUSEUM OKLAHOMA

HUMAN RESOURCES

SMO 101 Safety & Security Overview

Instructions

1. Separate the attendees into 5 groups
2. Each group gets a card with one of the following scenarios to act out for the rest of the class.
 - a. Act out what to do if a child is lost
 - b. Act out what to do if there is a tornado
 - c. Act out what to do if someone got injured at work.
 - d. Additional Scenarios Can be added for larger groups:
 - i. Act out what to do if you see something suspicious
 - ii. Act out what to do if there is a fire
3. Each group member will chose one of the roles identified on the cards to act out.
 - a. Narrator
 - b. Team Member
 - c. Security Officer
 - d. Innocent bystander
 - e. Affected person
4. The cards have specific phrases or actions that must be included in the skit.

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SCENARIO 1 – LOST CHILD

Your group must act out what to do if a child is lost

Setting: KidSpace

Each group member must choose one of the following roles to play

1. Parent – who lost their child & reports lost child to team member.
2. Team Member – who gets report of lost child and must decide what to do next.
 - a. Must Do: Take the parent to the front info booth and explain why
 - b. Must Do: Call Security “on channel 3”
 - c. Must Say: “We never use a child’s name on a call can you give me a description of the child?”
3. Security Officer – who reports on the scene and finds the child.
 - a. Must Do: Tell team member to monitor the doors

Child – who is hiding and then is found at the end.

SCENARIO 2 – EMPLOYEE INJURY/INCIDENT

Your group must act out what to do if a fellow employee is injured

Setting: In front of Segway Course after the Museum has just closed

Each group member must choose one of the following roles to play

1. Narrator – Introduces the Setting
2. Injured Employee – who has just been injured and must come up with a creative way that they were injured.
3. Team Member – who witnessed the incident and calls Security
 - a. Must Say: “We must report this INCIDENT to Security even if this INCIDENT is minor”
 - b. Must Do: Calls Security
4. Security Officer – Who responds to the scene and must decide whether to send the employee to urgent care or perform first aid.

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SCENARIO 3 – TORNADO PLAN

Your group must act out what to do if a the tornado alarm Sounds

Setting: Front Entrance of the Museum

Each group member must choose one of the following roles to play

5. Alarm – Who goes off to announce a tornado warning
 - a. Must Say: “There is a tornado, Please proceed to Shelter Areas”
6. Guest – Who just happens to be in the building and has no idea what to do.
 - a. Must Say: I have no idea where to go.
7. Team Member – who knows exactly what to do and where to go
 - a. Must Say: “I know exactly what to do and where to go. The bathrooms on each side of the building, the breakroom and the PI shop in Curiosity are all tornado shelters. Follow me”
 - b. Must Do: Help confused Guests & provide guest with cup of water & turn down radio
8. Security Manager – Who makes a point to check each corner of the room.
 - a. Must Do: Check each corner of the room to ensure everyone has gone to the shelters.
 - b. Must Say: “Clear” after checking each corner of the room.

Must Say: “All Clear” and let everyone out of the shelter after all corners have been checked.

SCENARIO 4 – REPORT SUSPICIOUS BEHAVIOR

Your group must act out what to do if there is a suspicious person in the parking lot

Setting: Parking lot

Each group member must choose one of the following roles to play

1. Suspicious Clown – Who is Juggling & Dancing in the parking lot
2. Team Member 1 – who is walking to their car at night with Team Member 2 & sees a suspicious person.
 - a. Must Say “If you See Something. Say Something.
 - b. Must Say: “Luckily you already have this number programmed into your phone”
3. Team Member 2: Who is also walking to their car.
 - c. Must Do: Call the Security Phone
 - d. Must Say: “I am going to call the Security phone number: 405-534-6217.
4. Security Officer – who reports on the scene and escorts the two other employees to their vehicles.

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SCENARIO 5 – FIRE PLAN

Your group must act out what to do if a the Fire Alarm Sounds

Setting: Tinker Works

Each group member must choose one of the following roles to play

9. Alarm – Who goes off to announce a Fire
 - a. Must Say: “There is a Fire, Please proceed to out of the front entrance”
10. Guest – Who just happens to be in the building and has no idea what to do.
 - a. Must Say: “I have no idea where to go.”
 - b. Must Say: “Is this just a drill? Do we have to leave?”
11. Programs Manager/Lead – who knows exactly what to do and where to go
 - c. Must Say: “I know exactly what to do and where to go. Please proceed to the nearest exit Follow me”
 - d. Must Say: “We must always cooperate with alarms & Security Staff. It doesn't matter if it's a real fire or a drill.
 - e. Must Say: “Remember we cannot go home and we cannot re-enter until we receive the all clear from the Security Manager.”
 - f. Must Do: Help confused Guests & provide guest with cup of water & turn down radio
12. Security Manager – Who makes a point to check each corner of the room.
 - a. Must Do: Check each corner of the room to ensure everyone has gone to the shelters.
 - b. Must Say: “Clear” after checking each corner of the room.

Must Say: “All Clear” and let everyone out of the shelter after all corners have been checked.