**Burritt Museum’s Quick Reference for Volunteers**

This information is for you, while you are on site volunteering and may have immediate emergency needs. Also, it includes some basic instructions about safety, signing in, and general information.

**Burritt Telephone Listings** (To call from a museum phone, dial the last four-digits)

**Josie’s Welcome Center………256-536-2882**

Administration Office………….256-512-0142

Baron Bluff…………………….256-650-4719

Classroom………………………256-512-0148 or 256-512-0146

Mansion Front Desk……………256-512-0151

Trillium Room Kitchen………...256-512-0149

Volunteer Director……………...256-533-1365

Web site*:* [*www.burrittonthemountain.com*](http://www.burrittonthemountain.com)

 **Fire**

If you smell smoke, see a fire, or a smoke detector goes off, inform the staff at the main office or gift shop as soon as you are out of danger. Based on the situation, a staff member (in the absence of staff a docent or volunteer) may call 911 reporting a fire or possible fire at **Burritt on the Mountain**, **3101 Burritt Drive off Monte Sano Boulevard**. The most important thing is always to preserve LIFE. Don’t take chances and stay calm.

**Mansion**

Take the Guest Register and direct all visitors to the fire exits and meet at the Gazebo. Tell them not to drive off site, as this action could hinder the fire vehicles coming up the drive. The fire exits downstairs are the front door and the conservatory door. Upstairs, the exit is down the main staircase to the front door.

Ensure that all visitors are outside. Do not allow anyone to re-enter the building. Ask them not to leave the area until cleared to do so by a fire official. If you think a fire extinguisher will be effective AND you know how to use one, you may try to put out the fire, but do not endanger yourself.

Fire extinguishers are located:

* + - **Dining room By the doors leading to the terrace**
		- **Back and front galleries In the corner closest to the restroom**
		- **Kitchen On the counter by the door**
		- **Parlor On the wall to the right of the door as you enter the room.**
		- **Upstairs On the wall at the head of the stairs**

**Historic Park**

Please direct all visitors to exit the houses and assemble in front of the church. Tell them not to drive off site as this action could hinder the fire vehicles coming up the drive. A fire extinguisher is located in every downstairs room in all houses (covered with a box with the rope handle). Please familiarize yourself with the area in which you will volunteer. Ask questions, if needed.

**Grounds**

If you are notified by a visitor of a brush fire in the woods or along the road, inform a staff member so that the fire department can be properly dispatched.

**Baron Bluff**

Please direct all visitors to exit the building, asking them to assemble in the clearing behind Josie’s Welcome Center. Do not allow anyone to re-enter the building. Tell them not to drive off site as this action could hinder the fire vehicles coming up the drive. Please familiarize yourself with the area in which you will volunteer. Ask questions, if needed.

Fire extinguishers are located:

* **Ballroom Corner near the Bluff**
* **Kitchen Wall near the door**
* **Hall Hall beside the kitchen**

**Severe Weather Conditions**

**Staff should be available to alert volunteers about any weather conditions pertinent to the site.**

**Terminology Weather Condition Action**

**Severe Thunderstorm Watch** Conditions are favorable for a Staff will notify you to be alert.

 Severe thunderstorm in our area.

**Severe Thunderstorm Warning** Radar has identified a Staff will give you

Severe thunderstorm. Instructions about severe

weather plan.

**Tornado Watch** Conditions are favorable for the Staff will notify you

 formation of a tornado. to be weather alert.

**Tornado Warning** A tornado has been identified Staff will notify you

 in Madison County. to take shelter

 immediately.

 ***City sirens will sound***

**When Severe Weather Plan is initiated:**

1) ***You’ll be notified***. Leave the doors unlocked.

2) ***Take shelter quickly.*** Inform all visitors and take shelter immediately. Lead them to the designated storm shelter area. If full, staff will direct you to another location.

3) ***Remain in the shelter***. Remain in the shelter area until a staff member informs you that all danger of a tornado has passed. Stay calm to help reassure the visitors.

* **Josie’s Welcome Center Guide them to men’s restroom**
* **Mansion Guide them to the basement (stairs by kitchenette/office area)**
* **Administrative Building Guide them to men’s restroom**
* **Historic Park Guide them to the Maintenance Building basement if opened.**
* **Baron Bluff Guide them to the storage closets**

**General Information**

**Defibrillator (AED): The AED is l**ocated on the back porch of Josie’s Welcome Center, if needed for a person with no pulse. Open the AED for audio instructions. Notify and assist a staff member as needed.

**Injury:** Call 911 if the injury is life threatening and a staff member is not in the immediate area. Immediately contact staff to advise them of the situation. Do not attempt to administer first aid, including the application of a Band-Aid. If someone has a minor cut, you may hand the Band-Aid to them. A first aid kit is located in the kitchen, and in each of the houses. (Specific locations will be discussed during area training sessions: Mansion, Store, Education and Historic Park.)

In an emergency remain calm, so you will be better able to handle the situation and be an example to others. The instructions given here are guidelines to help you. If staff is available, follow their direction. For most situations, you can simply dial the four-digit number listed on the directory posted by the phone.

**Parking:** Our parking is limited. If you are volunteering for an event we ask that you carpool when possible. Also, we need you to park perpendicular on the gravel road past the dumpster. This includes events like concerts, festivals, Holiday Magic, Candlelight Christmas, etc.….

**Personal Belongings:** Lockers are provided at check-in when you arrive to volunteer. If you choose to leave items in the car, they should be hidden and the car should be locked. We ask that cell phones are locked in the locker or the ringer is turned off and used for emergencies only while you are volunteering.

**Theft: Contact Staff**

The best thing here is prevention. Be alert when you circulate in the galleries, store or historic houses. If someone is handling a display case museum object, or if you notice broken glass or missing items, immediately inform a staff person.

**Josie’s Welcome Center** personnel will give you an orientation specifically relating to your safety and well-being, while working in the store.

**Maintenance Problem: Contact staff**

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**Recording Hours**

Please report time spent in volunteer activities-not only the time you are actively engaged in programs at the Museum, but also the time used at home and traveling to and from your volunteer activity. For example, sewing clothing for Living History interpreters or delivering posters to commercial venues. They are used in computing the total cost of Museum operations and are useful when applying for grants. Should you forget within a month to report an activity, enter it into the log during the next month with the date you volunteered.

There are 2 ways to record your time:

1) Time sheets are kept at the volunteer desk in Josie’s Welcome Center.

2) You may submit hours via email to joan.morehead@huntsvilleal.gov. or call 256-533-1365 and leave a message on voice mail. Include your name, date worked, hours worked, and the area in which you spent your time. Please leave a contact number in case there are any questions.

3) Visit our webpage to connect and submit volunteer hours.

**If you ever have a problem/complaint, please do not hesitate to contact a staff member. We will help in any way we can. Once again, thank you for being a *“Burritt Volunteer”*! We are glad you’re here.**