

The Art Center Cooperative Inc.

Emergency Plan

Location 31 W. Adams St., 355-1757
Hours: Tues-Fri. 11-3p, Sat. 10-4p

Location 111 E. Bay St., no phone
Hours: Tues. 7-9p

Plan Coordinator:

Elaine Bedell (part time employee and co-op member)
614-5986 (cell)

Responsible Team:

Elaine is to call the President and Vice-President to inform of her well-being and of closing of the gallery.

The President and/or VP will send out an email to the members concerning the weather condition or other hazard affecting the gallery and its contents.

Each artist is responsible for determining whether they want to go and remove their artwork from the gallery.

Determining Emergency Conditions:

1. Alarm system in Carling should alert to potential hazard. Call Carling Building Management to ask about the alarm.
2. If Duval County Schools are closed, then the Art Center should be closed.
3. If the Mayor closes government offices, then the Art Center should be closed.

Priorities:

1. Protect human life.
2. Eliminate or minimize risk of injury.
3. Protect physical assets, including electronic data (take the portable credit card machine with you).
4. Minimize inevitable losses.
5. Resume normal operations as quickly as possible.