



SAFETY PROCEDURE & PANDUAN KEGIATAN

Kunjungan & Edukasi di Galeri Budaya

Lokasi: Galeri Budaya Desa Batu Itam



PROSEDUR KEAMANAN UMUM

- Semua pengunjung wajib mengikuti briefing singkat sebelum memasuki area galeri.
- Pengunjung diharapkan menghormati aturan dan budaya lokal yang ditampilkan.
- Tidak diperbolehkan menyentuh koleksi, artefak, atau instalasi kecuali atas izin pemandu.
- Anak-anak harus selalu berada di bawah pengawasan orang tua atau pendamping.
- Dilarang membawa makanan, minuman, atau hewan peliharaan ke dalam galeri.
- Tidak diperbolehkan memotret dengan flash tanpa izin.
- Gunakan volume suara yang rendah, dan hindari perilaku yang mengganggu.
- Pengunjung yang memiliki alergi terhadap debu atau bahan tertentu di area koleksi harus memberitahu pemandu.
- Dalam keadaan darurat, ikuti petunjuk evakuasi yang diarahkan oleh petugas.



PERLENGKAPAN YANG DISARANKAN

No	Item	Kegunaan	Keterangan
1	Pakaian sopan	Untuk menghormati lingkungan budaya	Pribadi
2	Botol minum isi ulang	Menjaga hidrasi di luar area galeri	Pribadi
3	Masker (opsional)	Untuk kenyamanan jika berdebu	Pribadi
4	Buku catatan atau kamera	Untuk dokumentasi non-mengganggu	Pribadi



FASILITAS & PERLENGKAPAN PENDUKUNG

Fasilitas	Deskripsi
Area Display Budaya	Koleksi artefak, replika, dokumentasi sejarah
Ruang Edukasi	Tempat presentasi & diskusi budaya lokal
Pemandu Lokal	Memberikan informasi dan menjaga ketertiban
Keamanan & Kesehatan	Kotak P3K, jalur evakuasi



YANG BOLEH DILAKUKAN (DO's)

- Dengarkan penjelasan dari pemandu dengan saksama
- Hormati koleksi budaya dan hindari menyentuh tanpa izin
- Ambil gambar tanpa flash jika diperbolehkan
- Catat informasi menarik untuk pembelajaran atau dokumentasi
- Tanyakan dengan sopan bila ingin mengetahui lebih lanjut



YANG TIDAK BOLEH DILAKUKAN (DON'Ts)

- Jangan menyentuh, menggeser, atau merusak koleksi pameran
- Jangan berbicara keras, berlarian, atau membuat keributan
- Jangan makan/minum di dalam ruang galeri
- Jangan membuang sampah sembarangan
- Jangan menggunakan ponsel secara berlebihan selama sesi edukasi
- Jangan membawa benda tajam atau berbahaya



SAFETY PROCEDURE & ACTIVITY GUIDE

Cultural Gallery Visit & Educational Session



GENERAL SAFETY PROCEDURE

- All visitors are required to attend a brief safety and orientation session before entering the gallery.
- Visitors are expected to respect local customs and cultural displays.
- Do not touch, lean on, or handle any artifacts or exhibits unless guided by the facilitator.
- Children must be accompanied and supervised by an adult at all times.
- No food, drinks, or pets are allowed inside the gallery premises.
- Flash photography is prohibited unless permission is granted.
- Maintain a quiet and respectful atmosphere; avoid loud conversations or disruptive behavior.
- Visitors with allergies to dust or certain materials should inform the guide beforehand.
- In case of an emergency, follow the evacuation instructions from staff or guides.



RECOMMENDED ITEMS TO BRING

No	Item	Purpose	Notes
1	Modest clothing	To show respect in a cultural environment	Personal
2	Refillable water bottle	To stay hydrated (outside gallery area)	Personal
3	Face mask (optional)	For comfort in dusty areas	Personal
4	Notebook or camera	For respectful documentation	Personal



FACILITIES & SUPPORT EQUIPMENT

Facility	Description
<i>Cultural Display Area</i>	<i>Cultural artifacts, replicas, and historical documentation</i>
<i>Educational Room</i>	<i>Presentation and discussion space on local culture</i>
<i>Local Guide</i>	<i>Provides information and monitors visitor safety</i>
<i>Safety Facilities</i>	<i>First aid kit, evacuation path,</i>



DO's – RECOMMENDED BEHAVIOR

- *Listen carefully to the explanations from the guide*
 - *Respect cultural items and avoid touching them*
 - *Take photos only if permitted and without flash*
 - *Take notes or photos for learning purposes*
 - *Ask thoughtful questions in a respectful manner*
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DON'Ts – PROHIBITED BEHAVIOR

- *Do not touch, move, or damage any exhibit items*
 - *Do not speak loudly, run, or disturb others*
 - *Do not eat or drink inside the gallery*
 - *Do not litter inside or around the premises*
 - *Avoid excessive use of phones during the cultural session*
 - *Do not bring sharp or hazardous objects*
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DO's (What Participants Should Do)

- **Always follow instructions from guides or facilitators**
- **Wear safety gear** as required
- **Maintain cleanliness and environmental responsibility**
- Wear **modest and comfortable clothing** suitable for outdoor activities
- **Be respectful to locals and the surrounding environment**
- **Report immediately** if feeling unwell or in case of minor injury

DON'Ts (What Participants Must Avoid)

- Ignoring instructions or **acting independently without guide's permission**
 - **Damaging facilities**, crops, or any part of the environment
 - **Littering** in rivers, fields, or mangrove areas
 - **Touching or taking plants, animals, or cultural items** without permission
 - **Disturbing wildlife or habitats** in the mangrove or river areas
 - **Horseplay, pushing, or pranks** especially in boats or slippery areas
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EMERGENCY CONTACTS (Will be shared at the beginning briefing)

- Field Coordinator
- Medical Staff
- Nearest Health Facility