

Prepare Before Meeting with Your Local Responders

Have information on these items ready for review and discussion with your local Fire Department:

- Number of employees
- Hours of operation
- Emergency operations plan, including evacuation plan, contact names and numbers
- Does facility have 24-hr security?
- Location of key box
- Fire protection systems
- Are the systems monitored?
- Location of fire department connections (sprinkler/standpipe)
- Does the facility have hazardous materials on site? (storage and locations of those materials)
- Location of flammable materials, including storage
- Location of utilities/shutoffs
- Any special training that staff has completed
- Where can fire department personnel go to access floor plans? Can you supply basic floor plans & emergency contact lists to the firefighter now? (Often, they can upload digital maps to their dispatch system and then access them from the fire trucks.)

Conduct a familiarization of your facility with the fire department representative (exhibit areas, storage areas, common areas)

Have information on these items ready for review and discussion with your local Police Department:

- Where are the exits and how many of those exits are unlocked to allow entrance from the outside?
- Where are the areas that are not open to the public (like staff offices or behind-the-scenes hallways)?
- Are those non-public areas always secured (locked) or can they be secured?
- Is staff trained to guide the public to a particular area in case of emergency?
- Where is the main security office? Phone #? Security director's name & direct contact #?
- Is there video surveillance of the interior and/or exterior of the facility? Where can police go to see it?
- Where can the police go to access floor plans? Can you supply basic floor plans & emergency contact lists to the police officer now? (Often, they can upload digital maps to their dispatch system and then access them from the squad cars.)

Conduct a familiarization of your facility with the police representative (exhibit areas, storage areas, common areas)

