

- Size and location of personnel and equipment staging area needed during an emergency.
- Outline situation where they will wait for key holders to unlock doors to prevent excess damage.
- Outline situation where they will remove soiled or damaging gear if checking an automatic alarm or removing items from museum prior to an event.
- Outline situation where they will help remove priority items for institution.
- Determine salvage protocols for the debris removal (salvage and overhaul) process that address the need to preserve historic features and materials.
- Determine location for debris removal and storage locations that do not impact historically or archaeologically sensitive areas.
- Identify areas of risk to be corrected to mitigate a chance of fire.
- Determine demolition permit criteria and procedures, including evaluation by historic preservation experts.



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Celebrate MayDay!

***Invite your local fire department
to tour your cultural institution.***

MayDay is a national effort for cultural institutions to prepare for disasters. Sponsored by Heritage Preservation, MayDay encourages institutions to take one small step toward protecting the art, artifacts, records and historic sites they hold in trust.

In Connecticut, we encourage museums, historical societies, libraries and archives to invite their local fire department to their site this May for a walk through. In an emergency you will be working with your local first responders to save and secure your institution. By working together, cultural institutions and fire departments can gain an understanding of how each other works, and dramatically increase the possibility of preserving lives, facilities and collections in an emergency.

MayDay in Connecticut

How to make contact

Invite your local fire department for a walk-through. Ask them for assistance in emergency pre-planning and drills. As a thank you offer the members of your local fire department free admission or bring them refreshments.

How to get started

On the right page is a list of items that your local fire department would want to know about your site and collections in order to respond effectively in an emergency. We have also provided some information your fire department should discuss with your cultural heritage staff.

The more information you prepare in advance, the better prepared everyone will be during an emergency. This information can be provided to the fire department in a clearly marked box for them to keep or a lock box on the exterior of your building.

For questions or comments
please contact
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- Blueprint/floor plan of buildings, with names or numbers identifying rooms.
- Floor plan indicating location of shut-off valves, alarms, sprinkler systems, phone lines, etc.
- Map of property and names of any buildings as they appear on signage.
- Copy of your Exit Plan or Evacuation Plan.
- Floor plan citing location of hazardous materials (chemicals, lawn care, paint, ammunition, preserved specimens, etc.).
- Floor plan citing location of priority collection objects, with photographs attached.
- Floor plan indicating areas/floors that are not load bearing.
- Contact information for key staff and board members and other responders.
- Name of point person to work with fire department/first responders.
- Establish a meeting location on site where first responders can find you when they arrive in an emergency.
- Discuss procedures that can help prevent unnecessary damage during response and recovery efforts. This includes both the removal and/or protection in place of high priority collection items.