

Crowd Manager Event Checklist

Event: _____

Where: _____ When: _____

Crowd Manager's name: _____

A. Pre-Event Checklist

To be completed before an event (perform or confirm all items have been completed)

- All exits are clearly marked with illuminated EXIT signs
- All exit doors are tested to ensure panic hardware is operational
- All exits are unobstructed and the doors operate freely
- All exits are accessible with clear aisles and egress paths
- Room capacity placard is properly displayed (for venues without fixed seating)
- Confirm locations of all fire alarm pull stations and ensure they are visible and accessible
- Complete building exterior perimeter walk to ensure:
 - All exits and walkways are clear of obstructions or tripping hazards
 - Adequate illumination where all exits discharge
 - All fire lanes (yellow curbs) are clear and accessible
- Confirm with Facilities:
 - Fire alarm panel is powered up and there are no *Troubles* on the system
 - Sprinkler valves are open and there is pressure in the system
 - Emergency lighting will operate if power is lost to the building

At time of event, continue with Part B, Event Checklist, on page 2.

B. Event Checklist

To be completed during an event (perform or confirm all items have been completed)

- Announce locations of exits at start of the event**
- Confirm all exit paths are accessible and free of obstructions
- Educate employees and guests, as necessary, as to the importance of maintaining exits clear of obstructions
- Monitor occupant load to ensure room capacity (occupant load) is never exceeded
- Look for situations that could lead to challenges in the event of an emergency
- Develop emergency notification plan to get everyone's attention. Plan will include:
 - Person designated to quickly implement plan
 - (name)_____
 - Location identified where the entire room can be seen
 - _____
 - Select notification method(s)
 - Turn the lights on
 - Turn the music off
 - Public address system
 - Bullhorn

Other _____