Crowd Management Event Check List

_____ Perform a Pre-Event Inspection Form and fill out the form; Submit to EH&S 24 hours prior to event.

_____ All EXIT doors are clearly marked and illuminated.

_____ All EXIT doors are clear of obstructions inside and out; that the path is clear out and away from the building.

_____ All EXIT doors are unlocked and operational.

_____ Be familiar with the POSTED OCCUPANCY LIMIT; this is the maximum number allowed.

_____ Clear aisles and egress paths.

_____ Ensure that the fire alarm and fire sprinkler systems are operational. (Contact EH&S Compliance/Life Safety Officer)

_____ Ensure available fire extinguishers are functional (pressure indicator in green and no obvious issues preventing them from functioning).

_____ Ensure that all EMERGENCY LIGHTING is working. . (Contact Facilities Management Electrical Shop Supervisor)

_____ Prevent OVERCROWDING. You might need to count the number of people in and subtract the number of people out at each entrance/exit.

_____ Make Announcement; The Principal Crowd Manager is responsible to make an announcement providing the location of all exits.

_____ Have a plan on Emergency evacuation and alternate routes.

This printed version may be out of date. Check on-line for the most current version.