

# APPENDIX C

## Pre-Event Checklist for Crowd Managers

### Pre-Event Checklist for Crowd Managers

Name of the Facility: \_\_\_\_\_

Address: \_\_\_\_\_

Event Name: \_\_\_\_\_

Event Date: \_\_\_\_\_ Time of Inspection: \_\_\_\_\_

Occupant Load: \_\_\_\_\_ Number of Crowd Managers on Duty: \_\_\_\_\_  
*(list names, certification numbers, 1 for each 250 occupant load)*

EXITS	YES	NO
Are all exit doors unlocked?		
Area all exit doors operational?		
Are any exit doors chained closed?		
Is there a clear path from the exit door to a public way (i.e., no storage or parking blocking egress routes)?		
Are all exit signs visible and illuminated?		
Is emergency lighting functional?		
Are all exit ways, aisles, corridors, stairways, etc. clear of any obstructions?		
FIRE ALARM SYSTEM	YES	NO
Does the system have power? (Green light glowing)		
Does the system have any trouble signals? (Yellow light glowing)		
Is the system in alarm? (Red light glowing)		
<b>Note: No lights should be illuminated other than the power light; if other lights are illuminated, contact UTPD immediately.</b>		
If the system has pull stations, are they unobstructed and available for use?		
Is the voice evacuation system available for emergency announcements?	X	
Any notable issues with smoke detectors, heat detectors, etc.?		
FIRE PROTECTION SYSTEMS	YES	NO
EH&S does regular inspections on sprinkler system.	X	

PORTABLE FIRE EXTINGUISHERS		YES	NO
Are fire extinguishers available, visible, and ready to use?			
Have fire extinguishers been inspected by a licensed contractor in the last 12 months?			
SPECIAL CONDITIONS		YES	NO
Have pyrotechnics use been approved by the Fire Marshall?			
Have any flame effects been approved by the Fire Marshall?			
Are all decorations flame resistant or treated with an approved flame retardant?			
Is inclement weather expected?			
OUTDOOR EVENTS		YES	NO
Is emergency access clear of obstructions?			
Have large tent installations been approved by Facilities & EH&S?			
Are cooking fires (charcoal, propane) located outside or in a separate tent from attendees?			
Is the event overcrowded (less than 10 sq.ft. per person)?			
Is there any indication of contraband items in the location?			
NOTES AND COMMENTS			
NAME OF CROWD MANAGER ON DUTY		CERTIFICATION EXPIRATION DATE	
Name of person completing report (print): _____			
Signature: _____			