SECTION 24

CROWD MANAGER

The National Fire Prevention Association (NFPA) created code requirements for management plans and crowd control measures for certain types of events in assembly occupancies. Environmental Health & Safety (EH&S) serves as the local Authority Having Jurisdiction (AHJ) relative to NFPA 101 Life Safety Code, 2012, compliance for all the UT Tyler facilities and property.

- **When do I need a Certified Crowd Manager (CCM)?** Section 13.7.6.1 – Certified Crowd Managers in NFPA 101 Chapter 13 – Existing Assembly Occupancies states: "Assembly occupancies [**50 or more persons**] shall be provided with a minimum of one <u>trained</u> crowd manager or crowd manager supervisor. Where the occupant load exceeds 250, additional crowd managers or crowd manager supervisors shall be provided at a ratio of one crowd manger or supervisor for every 250 unless otherwise permitted…" as in note 2 of that section:
  - "(2) The ratio of trained crowd managers to occupants shall be permitted to be reduced where, in the opinion of the authority having jurisdiction, the existence of an approved, supervised automatic sprinkler system and the nature of the event warrant. "

- **What types of areas at UT Tyler are considered "assembly occupancies"?** Fire Code gives examples of assembly occupancies. Those applicable to UT Tyler include, but are not necessarily limited to, the following areas: assembly halls, auditoriums, college and university classrooms, gymnasiums, theaters, and restaurants. At UT Tyler, certain locations are frequently used as assemblies:

  - Alumni House (ALH)
  - Athletic Venues*
  - Cowan Center Vaughn Auditorium
  - Herrington Patriot Center (HPC)
  - Irwin Ballpark
  - LIB 401
  - Ornelas Activity Center (OAC)
  - Outdoor Locations (e.g., Patriot Plaza, Patriot Plaza North, Harvey Deck, etc.)*
  - Physical & Health Education (PHE)
  - University Center (UC)

  When outdoors, CCMs are not needed until the crowd reaches 1,000. At that point, five (5) CCMs are needed with one (1) needed for every additional 250 persons.

- **When am I required to have an Event Management Plan?** Approved plans are required for events with **50** or more people in attendance that are generally not expected to be familiar with the facility. Some examples of events requiring a plan include:

  - Convocation, commencement, non-UT Tyler graduation ceremonies, large banquets, events to which the public is invited, and summer camp activities
  - A lecture or performance open to an audience that is not likely to be familiar with the venue
  - Special athletic events such as basketball or volleyball playoffs

- Expositions – events which the display of products or services is organized to bring together the provider and user of products or services and include trade shows, job fairs, vendor fairs, poster board educational displays in association with a conference, etc.

> Exit egress impediments such as curtains, poster boards, stanchions, etc. require a deployment plan approved by the AHJ or must be removed. Reference NFPA 101: 7.5.2 – Impediments to egress.

- o **Do I need a new Event Management Plan every time I hold an event in an assembly occupancy?** No. Once a plan is approved for a specific type of event in a specific venue, then a previously approved crowd management plan may be used without further consultation with EH&S. A new plan is not necessary.

- o **What is the cost of a Certified Crowd Manager?** Each department is required to provide their own certified crowd manager. Fire Marshal Support Services, LLC provides a Crowd Manager Training Online Course for only $19.95. The ProCard can be used, and the certificate is good for two (2) years. Send the certificate to eventmgmt@uttyler.edu when the course has been completed. Scheduling & Conference Services will notify you when you need to renew your certification.

- o **I am a faculty member / instructor who routinely teaches in one of the lecture halls / large classrooms. Do I need to have an event management plan and crowd managers?** No. An event management plan and crowd managers are not necessary for regular classes if you comply with the classroom use and seating capacity limits approved by Facilities and EH&S. Student occupants should be familiar with the space after basic instruction on exiting during emergencies and restroom locations given during the initial class period.

- o **Who can serve as a Crowd Manager or Crowd Supervisor?** Certified crowd managers may be faculty, staff, instructors, coaches, or other individuals who have taken a crowd manager training course – to include ushers, guards, and police officers who are familiar with the facility and can assist with maintaining clear exit pathways and directing occupants to safe exit egress from the building in case of emergency.
  - Fire Marshal Support Services, LLC provides a Crowd Manager Training Online Course for only $19.95. The ProCard can be used, and the certificate is good for two (2) years. Send the certificate to eventmgmt@uttyler.edu when the course has been completed.
  - UTPD can provide guards or police officers to assist with events. The fee for UTPD onsite presence is at a rate of $55/hour/person. However, if UTPD is being paid for onsite presence due to crowd control and/or alcohol, they cannot serve as the CCM.
  - A *Pre-Event Checklist for Crowd Managers* is provided in Appendix C.

- o **How do I get my Event Management Plan approved?** Contact EH&S at safety@uttyler.edu.
  - Please allow at least 2 weeks' notice prior to the event for review and approval.
  - There is no cost to UT Tyler departments for EH&S' AHJ review and approval of Event Management Plans.