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 ________________________________**