

Pre-Event Checklist for Crowd Managers

Name of Facility: _____

Address: _____ City: _____

Date: _____ Time of Inspection: _____

Occupant Load: _____ Number of Crowd Managers on Duty: _____

*(List names, certification numbers on back of form,
1 for each 250 occupant load)*



EXITS	YES	NO
<i>Are all exit doors unlocked?</i>		
<i>Are all exit doors operational?</i>		
<i>Are any exit doors chained closed?</i>		
<i>Is there a clear path from the exit door to a public way, i.e. no storage or parking blocking egress routes?</i>		
<i>Are all exit signs visible and illuminated</i>		
<i>Is emergency lighting functional?</i>		
<i>Are all exit ways, aisles, corridors, stairways, etc. clear of any obstructions?</i>		
FIRE ALARM SYSTEM		
<i>Has the system been inspected by an approved contractor within the past year? Date of inspection: _____</i>		
<i>Does the system have power? (Green light glowing)</i>		
<i>Does the system show any trouble signals? (Yellow light glowing)</i>		
<i>Is the system in alarm? (Red light glowing)</i>		
Note: No lights should be illuminated other than the power light; if other lights are illuminated, contact fire alarm maintenance company.		
<i>If the system has pull stations, are they unobstructed and available for use?</i>		
<i>Is the voice evacuation (if equipped) system available for emergency announcements?</i>		
<i>Are there any issues with smoke detectors, heat detectors, etc.?</i>		

FIRE PROTECTION SYSTEMS	YES	NO
<i>Is the sprinkler control valve(s) open?</i>		
<i>Is the sprinkler valve accessible?</i>		
<i>Are there any issues with individual sprinklers (painted, obstructed, etc.)?</i>		
<i>Has the sprinkler system been inspected by a licensed contractor in the last 12 months?</i>		
<i>Has the kitchen hood system been inspected by a licensed contractor in the last 12 months?</i>		
PORTABLE FIRE EXTINGUISHERS		
<i>Are fire extinguishers available, visible, and ready to use?</i>		
<i>Have fire extinguishers been inspected by a licensed contractor in the last 12 months?</i>		
SPECIAL CONDITIONS		
<i>Have pyrotechnics use been approved by the fire marshal?</i>		
<i>Have any flame effects been approved by the fire marshal?</i>		
<i>Are all decorations flame resistant or treated with an approved flame retardant?</i>		
<i>Is inclement weather expected?</i>		
NOTES AND COMMENTS		

NAME OF CROWD MANAGERS ON DUTY	CERTIFICATION EXP. DATE

Name of person completing report (Print): _____

Signature: _____