

# 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
Are all exit doors unlocked?		
Are 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?		
<b>FIRE ALARM SYSTEM</b>		
Has the system been inspected by an approved contractor within the past year? Date of inspection: _____		
Does the system have power? (Green light glowing)		
Does the system show 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 fire alarm maintenance company.</b>		
If the system has manual pull stations, are they unobstructed and available for use?		
Is the voice evacuation (if equipped) system available for emergency announcements?		
Are there any issues with smoke detectors, heat detectors, etc.?		
<b>PORTABLE FIRE EXTINGUISHERS</b>		
Are fire extinguishers available, visible, and ready to use?		
Have fire extinguishers been inspected by a licensed contractor in the last 12 months?		

<b>FIRE PROTECTION SYSTEMS</b>	<b>YES</b>	<b>NO</b>
<i>Is the sprinkler control valve(s) open?</i>		
<i>Is there pressure showing on the pressure gauge?</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 fire-extinguishing system been inspected by a licensed contractor in the last 12 months?</i>		
<b>SPECIAL CONDITIONS</b>		
<i>Have pyrotechnics, flame effects or special 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>		
<b>EVENT OPERATION</b>		
<i>Has a pre-event meeting been conducted with all crowd managers and crowd manager supervisors?</i>		
<i>Do all crowd managers have a method of communication?</i>		
<b>NOTES AND COMMENTS</b>		

NAME OF CROWD MANAGERS ON DUTY	CERTIFICATION #/EXP. DATE

Name of person completing report (Print): \_\_\_\_\_

Signature: \_\_\_\_\_