

University of Mary Washington

CROWD MANAGEMENT EVENT CHECKLIST

- ☐ Make sure all EXIT doors are clearly marked and illuminated.
- ☐ Make sure EXIT doors are clear of obstructions, that the egress path is clear leading away from building.
- ☐ Make sure all EXIT doors are unlocked and operational.
- ☐ Be familiar with the POSTED OCCUPANCY LOAD; this is the maximum number allowed, including staff.
- ☐ Ensure all aisles and egress paths are clear of obstructions.
- ☐ Fire Alarm and Sprinkler Systems are in service and fully operational.
- ☐ Fire Extinguishers are available and ready for use, if needed.
- ☐ Emergency Lighting is operational and ready for use, if needed.
- ☐ Principal Crowd Manager makes announcement providing emergency and exit information.
- ☐ Perform a Pre-Event Inspection and file the form with OEMS 24 hours prior to event.
- ☐ Perform a Post-Event Inspection and file the form with OEMS no more than 24 hours after event.

USE THIS CHECKLIST FOR ALL EVENTS

IF ISSUES ARISE CONTACT OEMS AT 540-654-2108