

UMW Crowd Management Event Check Sheet

- _____ Make sure all EXIT doors are clearly marked and illuminated.
- _____ Make sure EXIT doors are clear of obstructions inside and out; that the path is clear out and away from the building.
- _____ Make sure EXIT doors are unlocked and operational.
- _____ Be familiar with the POSTED OCCUPANT LOAD; this is the maximum number allowed.
- _____ Clear aisles and egress paths.
- _____ Ensure that the fire alarm and fire sprinkler systems are operational.
- _____ Ensure available fire extinguishers are functional (pressure indicator in green and no obvious issues preventing them from functioning).
- _____ Make sure EMERGENCY LIGHTING is working.
- _____ Prevent OVERCROWDING; You might count the number of people in and count the number of people out.
- _____ Make Announcement; The Principal Crowd Manager is responsible to make an announcement providing the location of all exits.
- _____ Have a plan on Emergency evacuation and alternate routes.
- _____ Perform a Pre-Event Inspection Form and fill out the form; Submit to EM and Safety Office 24 hours prior to event.
- _____ Perform a Post –Event Form and submit to EM & Safety Office.

USE THIS CHECK SHEET AS A WORKSHEET FOR ALL EVENTS

E=Exits
S=Storage
C=Capacity
A=Aisles
P=Protection
E=Emergency Lighting